BioGas World
International Trade Exhibition for biogas technology and decentralized energy supplies
23. - 25. April 2013 BERLIN

BERLIN
23. - 25. April 2013
SolarEnergy
International Trade Exhibition for Renewable Energy and Energy Efficient Technology

23. – 25. April 2013 **BERLIN**

Exhibitor-Service manual

ProFair Consult + Project GmbH
Porschestraße 13
31135 Hildesheim

BioGas World
International Trade Exhibition for biogas technology and decentralized energy supplies
23. - 25. April 2013 BERLIN

BERLIN
23. - 25. April 2013
SolarEnergy
International Trade Exhibition for Renewable Energy and Energy Efficient Technology

Exhibitor-Service-Manual

Ladies and gentlemen exhibitors,

we are pleased to welcome you as an exhibitor at BioGasWorld or SolarEnergy in Berlin. This PDF file contains important information about the exhibition and order forms for additional services.

Each exhibitor (including co-and sub-exhibitors) will be entered free of charge with the "basic entry" in the **exhibition catalog** and **Internet-exhibitorlist** (Form basic entry) and can order a quota of **admission tickets, posters and stickers for advertising** free of charge. (advertising media form).

In addition, each exhibitor receives an e-mail with a website-link and a ticket code to invite his business contacts to a free exhibition visit. The code has to be filled in the registration form which can be reached with the link to receive free entry vouchers. We recommend that you publish this code with the link to the registration website on your company website, send email newsletters or use it in the e-mail signature.

We ask you to select the forms you need in the table of contents, and to send the completed and signed forms via fax to the number indicated on the form. Please notice that the forms have different recipients.

Please do not hesitate to call us if there are further questions
Phone +49 - 51 21/206 26 0

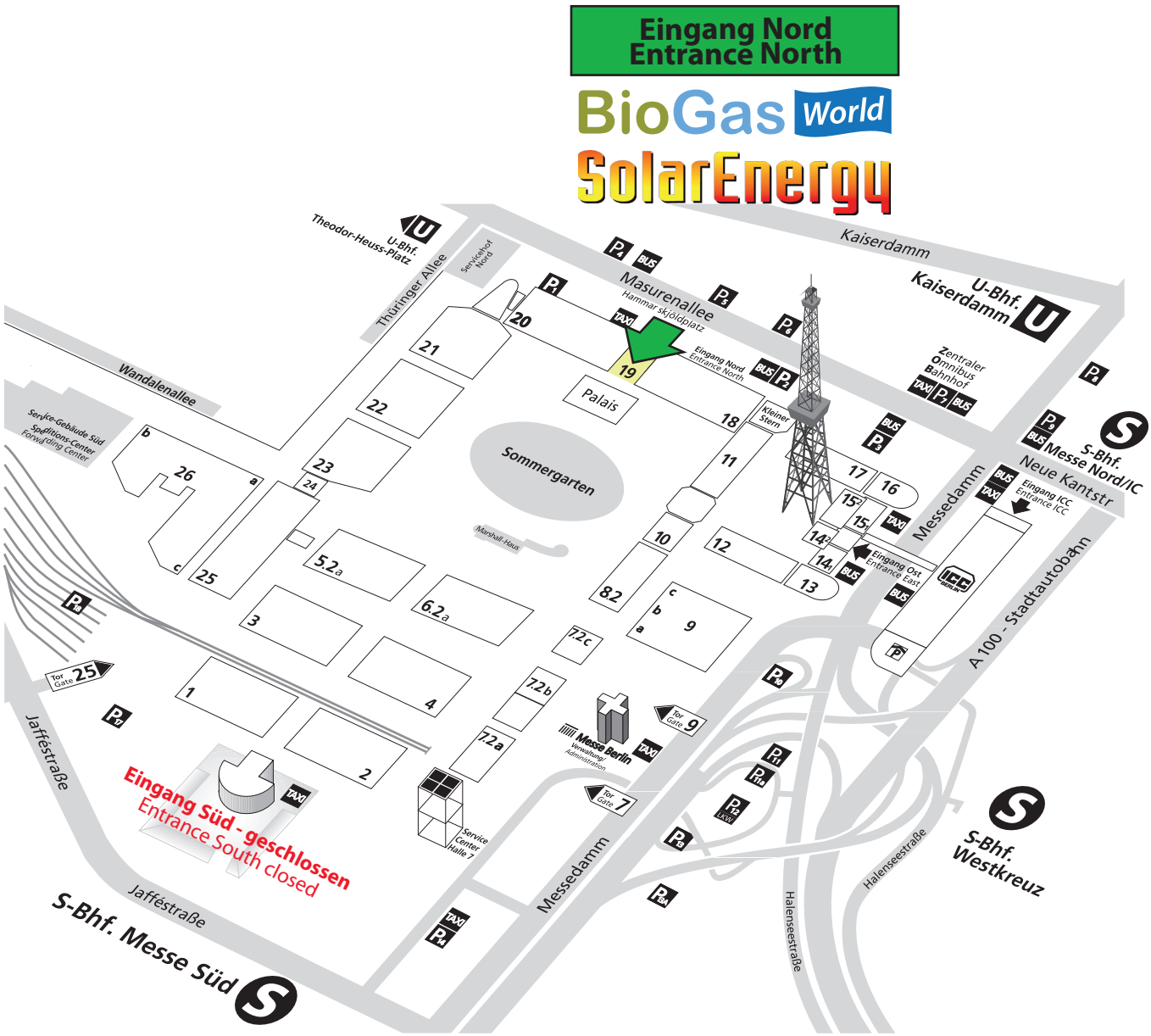
We wish you a successful participation.

ProFair
Consult + Project GmbH
Rainer Heinzel

OVERVIEW
IMPORTANT INFORMATION

Exhibition opening times (visitors):	**Tuesday 23.04. to Thursday 25.04.2013 daily 10:00 - 18:00**
Delivery address:	**Messe Berlin - BiogasWorld / SolarEnergy Hall..... Stand no. ..... Messedamm 22 14055 Berlin**
Construction hours:	**Sunday 21.04.2013, 07:00 - 22:00 Monday 22.04.2013, 07:00 - 17:30**
End of construction of multi-storey buildings:	**Monday 22.04.2013, 14:00**
Construction prematurely:	**Available for a fee**
Dismantle Times:	**Thursday 25.04.2013, 18:00 - 23:00 Friday 26.04.2013, 07:00 - 14:00**
Car Entrance permit :	**During the construction and dismantling for 2 hours and during the show 1 hour before the official opening and 1 hour after closing. 100, - € deposit must be paid and will be returned when left on time.**
Building height limits:	**Generally 10 m (from 3.0 m height approval)**
Suspension points in the hall:	**Application deadline: 20.03.2013**
Exhibitor parking cars / trucks / containers:	**Available on the exhibition grounds (See order additional services)**
Exhibition Catalog:	**Data collection until 10.04.2013 with order**
Internet Exhibitors:	**Data collection to 15.04.2013 with order**
Electricity / Water Order:	**4 weeks before the exhibition begins. (See form) Then possible with extra charge.**
Furniture Rental:	**Up to 2 weeks before the show.**
Exhibitor passes / Construction-/Dismantling-passes:	**Please request**
Free Visitor Tickets:	**Printed tickets can be ordered free of charge. Tickets also can be requested by everyone with your company code by registration on our website. (Code has been sent)**
Poster A1 / Letter Sticker:	**Can be requested free of charge.**
Organizer Hotline:	**+49 - 171/464 8237 from 19.04.2013 +49 - 171/464 7033 from 19.04.2013 +49 - 5121/206 26-0 Headoffice**

Geländeplan
Plan of Exhibition Ground



COORDINATION OF TRAFFIC

Access to the Exhibition Ground: daily 7:00 h to 22:00 h

Vehicle entrances to the Exhibition Grounds

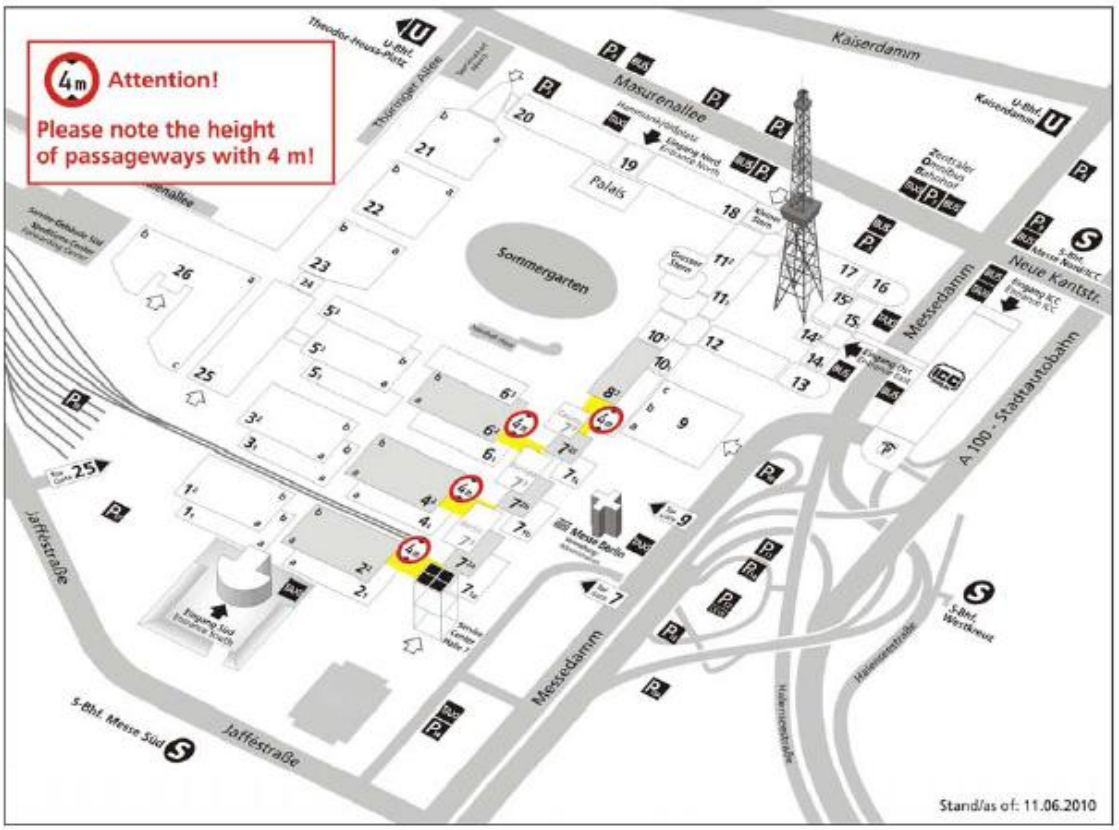
Entrance on Messedamm, Gate 7	Deliveries to Halls 8 to 18 (Halls 8, 10 and 11, both levels)
Entrance on Jafféstraße, Gate 25	Deliveries to Halls 1.2 to 7.2 (level 2), Halls 20 to 26)

Refundable deposit system

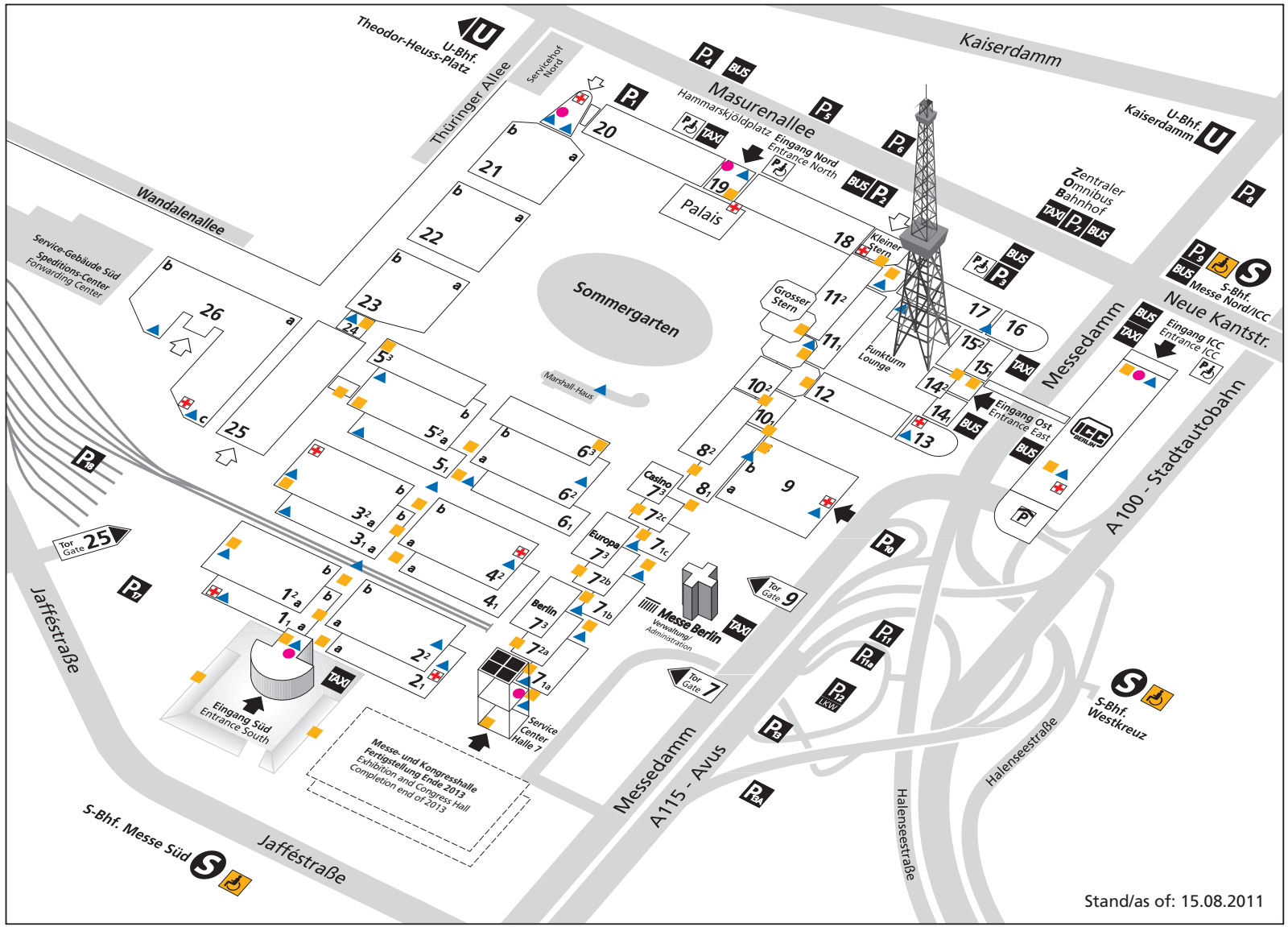
A refundable deposit will be payable from the first day of construction onwards. While the event itself is taking place vehicles will be admitted one hour before the start and one hour after the close of the event.

Deposit	100.00 EUR	Cars	2 hours
		Commercials up to 7.5 t	3 hours
		Commercials over 7.5 t	5 hours

Important: Messe Berlin is called the bail amount and deposit regulation change to current events!



Orientierungsplan für Rollstuhlbenutzer
Plan of orientation for handicapped



Notruf / Emergency call
Tel. (030) 3038-2222

- **Behindertengerechte Toilette**
  Toilets for the handicapped
- **Behindertengerechter Aufzug**
  Elevator for the handicapped
- **Behindertengerechtes Telefon**
  Telephone for the handicapped
- **Behindertengerechter Eingang**
  Entrance for the handicapped
- **Erste Hilfe**
  First aid
- **Sonderparkplatz**
  Special car park
- **Taxistandplatz**
  Taxi rank

Bitte beachten Sie:
je nach Größe und Art der Veranstaltung sind nur bestimmte Erste-Hilfe-Stationen, Toiletten und Aufzüge in Betrieb.

Please note:
The availability of operable first aid stations, toilets and elevators depends on the type and size of exhibition.

Messe Berlin GmbH · Messedamm 22 · 14055 Berlin · Germany
Telefon +49 (0)30 / 3038-0 · Fax +49 (0)30 / 3038-2325
www.messe-berlin.de · central@messe-berlin.de

Messe Berlin

PASSES
(FOR FREE)

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

Each exhibitor passes are available for **free**.

Product	**Piece**
☐ construction-/ dismantling-passes	_____ piece
☐ exhibitor passes	_____ piece

Please send to:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Signature

PARKING SPACE FOR EXHIBITORS

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

Parking vouchers are only issued and valid for the entire duration of the event

Qty.	Description	Price each	Price total
…….	**Parking voucher/s duration of the event**	**70,00 EUR**	**…….EUR**

All prices are to be plus VAT (sales tax).

Attention! Valid during the exhibition period from 23.04. to 25.04.2013
Not during the construction and dismantling time

If placing the order 2 weeks prior to the fair the vouchers will be sent together with the invoice.

Orders which have been placed within the last 2 weeks prior to the event and, on special request those vouchers ordered earlier, can be collected at the Office of the Organiser until the 1st day of the event.

☐ Yes, we would like to collect the above ordered vouchers at the Office of the Organiser until the 1st day of the event.

Please note the deposit regulation for access during construction and dismantling period (Traffic coordination for the fair will be sent by the Fair Management in advance to the fair).
During the event, without parking vouchers, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)

Exhibitor parking space is available at the user's risk. Limited parking space is available for exhibitors during the exhibition with the area of the Exhibition Grounds. In this connection it should be pointed out that parking is only permitted on the places allotted, so that not to adversely affect the operation of the fair. This is in the interest of all exhibitors and visitors. The parking voucher entitles the exhibitor's daily repeated access to and exit from the assigned parking space.

ProFair GmbH and Messe Berlin are not liable for damage to persons, property, especially not in case of stolen vehicles.

The conditions are recognized by the signature

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

SITINGS OF CONTAINERS/VEHICLES

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

Vouchers are only issued for the entire duration of the event incl. construction and dismantling.

Qty.	Description	Price each	Price total
	Sitings of containers		
…….	Parking voucher(s) for container, 20“, 2,5 x 6 m	**350,00 EUR**	**…….EUR**
…….	Parking voucher(s) for container, 40“, 2,5 x 12 m	**700,00 EUR**	**…….EUR**

Qty.	Description	Price each	Price total
	Sitings of commercial vehicles/trailers		
…….	between 2.5 t to 7.5 t max. permitted weight	**350,00 EUR**	**…….EUR**
…….	of more than 7.5 t max. permitted weight	**700,00 EUR**	**…….EUR**

All prices are to be plus VAT (sales tax).

Please note the deposit regulation for access during construction and dismantling period (Traffic coordination for the fair will be sent by the Fair Management in advance to the fair).
During the event, without parking vouchers, deliveries to the stands are only possible before opening hours in the morning and after the closing in the evening. (Deposit regulation)

Exhibitor parking space is available at the user’s risk. Limited parking space is available for exhibitors during the exhibition with the area of the Exhibition Grounds. In this connection it should be pointed out that parking is only permitted on the places allotted, so that not to adversely affect the operation of the fair. This is in the interest of all exhibitors and visitors.

ProFair GmbH and Messe Berlin are not liable for damage to persons, property, especially not in case of stolen vehicles.

The conditions are recognized by the signature

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

CO- AND SUB EXHIBITORS

Event Date	
Hall:	Stand-No.:
Exhibitor:	

Annoucement 2013

Customer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

Please inform us about the exact address of your co- or sub exhibitors for the free entry in the official exhibition catalog. **A Co.- or Sub Exhibition Fee is not charged.**

Further Info:

Entry (Free)

Company Name: _____

Road & No.: _____

Post Code, City & Country _____

Contact Details (In case we need to contact)

Telephone: _____ E-Mail: _____

Fax: _____ http:// _____

Lead contact: _____

Exhibition Goods: _____

Further info:

Entry(Free)

Company Name: _____

Road & No.: _____

Post Code, City & Country _____

Contact Details (In case we need to contact)

Telephone: _____ E-Mail: _____

Fax: _____ http:// _____

Lead contact: _____

Exhibition Goods: _____

For the registration of more exhibitors, please make further copies

Contact person for questions : _____ Phone: _____

_____

Date , Sign

FREE LISTING IN THE EXHIBITION CATALOGUE & INTERNET LISTING

Event Date	
Hall:	Stand No.:
Exhibitor:	

Date 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Every main exhibitor and co- sub exhibitor is recorded in the alphabetical list of exhibitors, in the exhibition catalogue. The exhibitor list for the internet is for free.

You should use this marketing tool in any case, because the exhibition catalogue promotes your products and your company still after the fair.

For the free listings please provide: Company Name, Road, Post Code, City

☐ **Free listing** in the alphabetical list of exhibitors

Listing in the catalogue and the internet under this letter.
(Please write the letter in the box):

☐

Information for free listing of the catalogue and Internet.

Please fill in the information below, clearly in block capital letters.

Company Name: _____

Road: _____

Post Code/City/Country: _____

Details of main contact (For any questions)

Main contact: _____ Tel.:_____

_____
Datum, Sign

ADVERTISING PACKAGES
EXHIBITOR CATALOGUE + INTERNET

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Please mailing the digital document (s) to: service@messen-profair.de

The advertising package includes: the following entries in the exhibitor catalogue and Internet exhibitor directory:

Please (mark)	**product**	**Price total**
☐	**Use of the company logo or brand name** (created by digital presentation of submitted)	
☐	**Company Profile Introduction of your company** (max. 800 characters of text alternatively ¼ page ad)	
☐	**communications package** complete address, phone, Fax., E-mail and website	
☐	**link** by exhibitor directory on your homepage	

Package price are to be plus VAT (sales tax). **240,00 EUR**

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Signature

ENTRY TO THE EXHIBITOR CATALOGUE

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Communication- and product package

Extension of free basic entry as follows:

	price
☐ **Exhibitor catalogue**	**€ 49, -**

Telephone: _____ E-mail: _____

Fax: _____ Website: _____

2 additional lines of text within 40 characters (eg, power spectrum or product):

_____

_____

☐ Piece of another line of text (text according previous page) € 5,- € _____

All prices are to be plus VAT (sales tax).

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Signature

ADDITIONAL ENTRIES – EXHIBITION CATALOGUE

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Please send an e-mail to**: service@messen-profair.de**

	Product	**unit price**	**total price**
□	**Using your corporate logo** or brand name (only black/white!)	€ 35, -	..... €
□	Total input in bold	€ 14,-	..... €

All prices are to be understood plus vat (sales tax).

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

ADVERTISEMENTS

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Please send an e-mail to: **service@messen-profair.de**

Piece	**Product**	**unit price**	**total price**
	Display black/white in the list of exhibitors (for digital material)		
___	1/1 – page display (138 x 200 mm)	€ 200, -	_____ €
___	1/2 – page display (138 x 100 mm)	€ 120, -	_____ €
___	1/3 – page display (138 x 67 mm)	€ 80, -	_____ €
___	1/4 – page display (138 x 50 mm)	€ 60, -	_____ €
	Display title page (cmyk) (please mark)		
☐	1/1 – page display 2. title page (148 x 210 mm)		1000, - €
☐	1/1 – page display 3. title page (148 x 210 mm)		1000, - €
☐	1/1 – page display 4. title page (148 x 210 mm)		1000, - €

All prices are to be understood plus vat (sales tax).

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Signature

PRINTING PREFERENCES
FOR GRAPHICS AND DISPLAYS

- All graphics in vector format (EPS or PDF) and pixel graphics (including embedded into vector formats) at 300 dpi resolution. In TIFF or JPG format in high quality

- Four-color (CMYK) or grayscale (depending on application)

- **Fonts (text), please convert it to vectors.**

We are happy to help you with further inquiries.

PRODUCT DIRECTORY / NOVELTIES

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

For press and visitor promotion you may send in your own interest and representing at your products / services and Novelties.

1) Product range / exhibition goods:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

2) At our exhibition stand following new or interesting exhibition goods are represented:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

EXHIBITOR LIST FOR THE INTERNET- WEBSITE LINK

Event Date	
Hall:	Stand No.:
Exhibitor:	

Announcement 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

WIN-WIN - Agreement

We advise our exhibitors to link on their website to the BioGasWorld / SolarEnergy and to invite their customers to a visit free of charge.
The admission tickets can be requested from us and will not charge even after redemption (see advertising).

When you have a link to our websites

www.BioGasWorld.de or www.Solarenergy-Berlin.de

we link in return to the list of exhibitors at the desired site of the exhibitor.

Please fax this form completed and returned, so that we can put the link or send us both links to: *service@messen-Profair.de*

We have linked to our Website_____

Our company entry in the list of exhibitors will be linked as follows:

---

the linking is free

Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

COMUNICATION & ENTRY PAGE

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Communication- and product package

Extension of free basic entry as follows:

	price
☐ **Internet**	**€ 49, -**

Telephone: _____ E-mail: _____

Fax: _____ Website: _____

2 additional lines of text within 40 characters (eg, power spectrum or product):

_____

_____

☐ Piece of another line of text (text according previous page) € 5,- € _____

All prices are to be plus VAT (sales tax).

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Signature

ADDITIONAL ENTRIES – INTERNET

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Please send an e-mail to: service@messen-profair.de

	Product	unit price	total price
□	**Using your corporate logo** or brand name	€ 20,-	..... €
□	Total input in **bold**	€ 7,-	..... €
□	Link (by the exhibitor list to your homepage)	€ 30,-	..... €
□	Image or Graphic	€ 20,-	..... €
□	Press Box (Your press release in our Internet Press Box)	€ 20,-	..... €

All prices are to be understood plus vat (sales tax).

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

ADVERTISING MEDIA

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

Sticker and admission vouchers are intended for distribution to your target group and can be ordered free of charge from us by you.
The admission tickets are not charged even after redemption.

Posters in DIN A 0 - format can also be obtained free of charge. Please use the options to indicate your participation at the solar energy.

	Product	**number**
☐	Sticker	_____ piece
☐	Poster (DIN A 1)	_____ piece
☐	admission tickets (Free single admission valid on all fair days)	_____ piece

Please send to:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

Advanced construction

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Events in 2013

Guest Events: **Fax: 49(0)30/3038-2090**
Mailing address: Messe Berlin GmbH, Guest Events CG3, Messedamm 22, D-14055 Berlin
Technical Queries: E-Mail: guest-events@messe-berlin.de

Dates of event: _____

Commencement of construction as notifed by the organizer: _____

The time allowed by the Organizer for construction work is insufficient. We therefore apply to commence of this starting date: _____

A charge of EUR 6.75 per day and per sqm plus value-added tax will be made for construction work beginning ahead of the official commencement.

Number of additional days required: _____| x EUR 6.75 x _____| Stand size/sqm.

Construction time: 7:00 a.m.– 10:00 p.m. every day

To ensure that construction can take place without disruption on the site please supply the following details:

Stand construction firm: _____

Vehicle registration:: _____

Contact during construction: _____

Telephone: _____

Messe Berlin will investigate whether it is possible to commence construction ahead of the official dateand will inform you immediately.

Unless Messe Berlin has been notified at least 3 working days before the commencement of construction, it can give no guarantee that the previous stands have been dismantled in time to allow advance construction.

Furthermore, although Messe Berlin does not provide any guarantees that all the necessary preliminary work (electrical and water connection, suspension work) has been completed in time to allow advance construction to take place, it will make every effort to ensure that the work is carried out without delay.

We are aware that the organisers of the fair/exhibition must be notified of any construction work beginning before the offical date, and that their approval must be obtained.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify of your company/your client needs an own PO No. for this order.
For later alteration of invoices EUR 30.00 plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact: Phone: Telefax :

E-Mail: Your order No. :

Date:	**Name of the customer (in block letters):**	Legally binding signature and company stamp:
.....	.....	.....

Prolonged dismantling period

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Events in 2013

Guest Events: **Fax: 49(0)30/3038-2090**
Mailing address: Messe Berlin GmbH, Guest Events CG3, Messedamm 22, 14055 Berlin, Germany
Technical Queries: E-Mail: guest-events@messe-berlin.de

Dates of event: _____

Commencement of dismantling as notified by the organiser: _____

The time allowed by the organiser for dismantling work is insufficient. We therefore apply to prolong dismantling until: _____

A charge of 6.75 EUR per day and per sqm plus value-added tax will be made for prolonged dismantling work .

Number of additional days required: _____| x 6.75 EUR x _____| Stand size/sqm.

Dismantling time: 7:00 am – 10:00 pm every day

To ensure that construction can take place without disruption on the site please supply the following details:

Stand construction firm: _____

Vehicle registration: _____

Contact during dismantling: _____

Telephone: _____

Messe Berlin will investigate whether it is possible to prolong dismantling after the official date, and will inform you immediately.

We are aware that the organisers of the fair/exhibition must be notified of any dismantling work ending later than the official date, and that their approval must be obtained.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal purchase number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase No. for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

Fire Officer for Work with Heat Sources

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand-No.:	
Exhibitor:			

Order Form 2013

Messe Berlin: **Fax: +49(0)30/3038-4198**
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Tel.: +49(0)30/3038-4022 to 4028, E-Mail:** messetechnik@messe-berlin.de

Welding, cutting, soldering, abrasive cutting and other work involving the use of naked flame or flying sparks are strictly prohibited on all operational and display areas belonging to Messe Berlin.

In exceptional cases and subject to submission of a written request approval may be granted for hot work during the setting up and dismantling of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion.

Hot work during the event is prohibited. (please see Technical Guidelines, item 4.4.1.10 Hot work)

In exceptional cases and subject to submission of a written request approval may be granted for hot work during the **setting up and dismantling** of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion.
For the work we are planning (see application) and in accordance with the above conditions we hereby apply for the following

Date: …… Commencement of work …….. a.m./p.m.

Expected completion of work …….. a.m./p.m.

|__| one **fire officer (duty period: at least 4 hours)**

- notification **at least 3 working days** prior to start of work — Flat rate 139.00 EUR
  for each additional hour 33.50 EUR/hr.
- notification **at least 12 hours** prior to start of work — Flat rate 185.00 EUR
  for each additional hour 45.00 EUR/hr.
- notification **less than 12 hours** prior to start of work — Flat rate 277.00 EUR
  for each additional hour 67.00 EUR/hr.

Remark Messe Berlin:

Application received (Date/hour) ……

passed on:

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.

As of: July 2012 / Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

Enclosure
B10

Application for a Permit

Hot work during construction and dismantling of events

Messe Berlin

Effective 10.07.2011

1. DETAILS TO BE PROVIDED BY PERSONS CARRYING OUT WORK

☐ Welding ☐ Cutting ☐ Abrasive cutting ☐ Soldering ☐ Defrosting ☐ Other hot work

Location of the work:	Period of work as applied for:	Company/ person carrying out work
Hall no.	Time: from _____ to _____	
Stand no.	Date:	
		Mobile tel :

2. SAFETY MEASURES TO BE CARRIED OUT PRIOR TO STARTING WORK

Necessary safety measures to be implemented **prior to commencement of work** within approx. 10 metres of site of work:

Persons responsible for implementing safety measures indicated opposite:		
	X	Removal of all inflammable, movable materials, packaging, fabrics, liquids, gases from danger zone
	X	Covering of all fixed, inflammable fabrics and items (e.g. stand construction materials, plastic parts) with non-inflammable materials/ fabrics, and/or damping with water if necessary
Name (in block capitals) Signature of person carrying out work	X	Sealing/covering of apertures, joints, slits in floor, walls or supply pipes and ducts

3. FORWARDING OF THE APPLICATION VIA HALL INSPECTOR TO EVENT ENGINEERING DEPT.

Permit

for hot work during construction and dismantling of events

4. APPROVAL GRANTED BY EVENT ENGINEERING DEPT.

The approval for carrying out work involving fire risk:	☐	is granted	☐	is refused
If the permit is granted, it is imperative that the requirements shown opposite are complied with:	X	The safety measures referred to above must be checked by the fire brigade prior to the commencement of the work		
	X	The fire brigade must be present on site while the work is being carried out		
Name /signature ST 21	X	Fire safety checks must be carried out by the fire brigade on completion of the work		

5. FIRE BRIGADE

Date, time:	☐	Advance notification by telephone to company performing work, informing them whether and when the work may be carried out

5.1 Commencement of hot work

Time:	☐	Implementation of the safety measures referred to above prior to commncement of work involving fire risk has been checked.		
Mobile tel. no. of fire brigade:	☐	The work may be carried out	☐	The work may **not** be carried out
Name /signature of fire brigade representative:	☐	Report by telephone to control and safety centre: 030 – 3038 4444		

5.2 Conclusion of hot work

Time:	☐	Hot work concluded, checks have been carried out after 30 min. interval
Signature **fire brigade**:	☐	Report by telephone to control and safety centre: 030 – 3038 4444
Signature **person carrying out work**:	☐	The hot work has been completed

6. CONTROL AND SAFETY CENTRE

Time /signature:	☐	The security staff have instruced post-work checks to be carried out, acknowledgment has been received.

Directive

B10

Work using heat sources during events
especially during construction and dismantling of events

Messe Berlin

SCOPE OF THIS DIRECTIVE

This directive concerns all types of work subject to a fire risk which exhibitors, guest organisers, service contractors (e.g. stand construction companies) or other third parties intend to carry out during construction / dismantling times or the event itself on the grounds or in the halls of Messe Berlin. **Work subject to a fire risk includes the following in particular: welding, cutting, cutting by grinder, soldering, defrosting and other work using heat sources.**

DANGER TO PERSONS AND ENVIRONMENTAL HAZARDS

Carrying out work subject to a fire risk during an event (including construction / dismantling times) represents a danger to a large number of people and to property, due in particular to high fire loads and time pressure involved. Flying sparks caused by welding, cutting and grinding can reach temperatures ranging from 1500° to 3200° Celsius and can ignite inflammable materials at a distance of 10 metres and more from the work site or cause damage to floors and shafts carrying supply lines.

PROTECTIVE MEASURES AND RULES OF CONDUCT

- It is forbidden to carry out work subject to a fire risk from the beginning to the end of the visitor opening times of an event.
- It is also forbidden to carry out arc welding in the halls.
- Any work subject to a fire risk on movable and portable objects must take place outside the hall on the outdoor site.
- Advance notification must in all cases be given of work subject to a fire risk, for which permission must be obtained.
- In order to obtain permission to carry out the work the contractor must submit an “application for permission to carry out work using heat sources during construction and dismantling” in writing, which is included in the service manual or the hall inspector can supply. The following information is required:
  - Type of work (welding, cutting by grinder etc.)
  - Work site location (hall / stand)
  - Proposed timeframe of work
  - Contractor details, name and mobile phone number of the person carrying out the work
  - Safety measures to be carried out by the contractor prior to commencement of work
- The hall inspector will submit the application for permission to the Event Engineering Department (ST2), which will check the information on the form and consult with CFG security services if a fire warden can be provided during the period in question.
- Provision of a fire warden is mandatory and will incur a fee.
- The Event Engineering Department will sign the application form and submit it to CFG and control / safety management room.
- The CFG fire warden will inform the applicant by phone when the fire warden is available at the work site and when the work subject to a fire risk can be carried out. The fire warden will fax a copy of the form granting permission to the control / safety management room (ext. 2808).
- The work subject to a fire risk may only commence after the fire warden has arrived and checked that the safety measures listed on the form have been implemented. The fire warden must be present at the work site as an observer while work subject to a fire risk is taking place.
- After completion of the work the fire warden and contractor who has undertaken the work will conduct a reasonable check for fire(s). In particular if work has been carried out involving welding, cutting and cutting by grinder (causing flying sparks) the fire warden will remain for a period of at least 30 minutes in order to observe and conduct checks, and will subsequently inform the control / safety management room (Tel.: 030/3038-4444) that the work has been completed.
- At the latest 2 hours after completion of the work the control / safety management room will arrange for security staff to undertake another check for fire(s).

IN THE CASE OF UNFORESEEN EVENTS

- Should an unexpected situation arise (e.g. depositing of inflammable material on the neighbouring stand) then work must be interrupted and if necessary terminated
- Should a fire occur then measures to extinguish it must be taken immediately
- Alert the control / safety management room

FIRST AID

In Emergencies call 112

- In the event of a person receiving burns remove clothing, cut around clothing that cannot be removed from skin, apply cold water locally, cover burns with a sterile dressing. Avoid applying pressure
- In the case of injuries to eyes apply a loose dressing over both eyes and consult an eye specialist immediately

Issued / checked	<	Approved ST2

As of: July 2011

Robert Simon, 10.07.2011

Usage of Inflammable Liquids

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 2 weeks prior to event

Messe Berlin: **Fax: +49(0)30/3038-4198**
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Phone: +**49(0)30/3038-4022**, E-Mail:** messetechnik@messe-berlin.de

For approval of using inflammable liquids please fill in the below mentioned questionnaire:

Period of usage: .....

Type of inflammable liquids: .....

Group A |__| Hazard category A I

|__| Hazard category A II

|__| Hazard category A III

Gruppe B |__|

Type of usage: .....

Daily requirement: ..... l in ..... qty. unbreakable cylinder

Where are the liquids stored on the stand? ..... l in ..... qty. breakable cylinder

.....

Do vapour/air mixtures or waste gases occur during processing? |__| yes |__| no

|__| mechanical ventilation |__| no ventilation

Are fire extinguisher available?

automatic extinguishers |__| yes |__| no

portable extinguisher |__| yes |__| no

..... qty. with powder / CO_2 filling

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Installation of Compressed Gas Cylinders

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 2 weeks prior to the event

Messe Berlin: **Fax: +49(0)30/3038-4198**
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-4022**, E-Mail:** messetechnik@messe-berlin.de

For approval of installation of compressed gas cylinders please fill in the below listed questionnaire:

Period of usage: .....

Type of compressed gas used: .....

Type of usage: .....

.....

Location of cylinders on stand: .....

Daily requirements: Number of cylinders: ..... qty.

Contents of cylinders: ..... kg resp. litre

Will the compressed gas be supplied via piping? |__| yes |__|no over a distance of ..... m in ..... pipes

Are stop valves installed? automatic/manual |__| yes |__|no

Are stop valves marked? |__| yes |__|no

Are fire extinguishers available? automatic extinguishers |__| yes |__|no

portable extinguishers |__| yes |__|no ..... nos. with powder filling/with CO_2 filling

Proof of last pressure test .....

The pertinent instructions for the use of the compressed gas cylinder units are available at the location of the exhibition.

Messe Berlin will schedule the official dates for inspection and will inform the exhibitor accordingly (please see C1 Technical Guidelines, item 5.7).

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

Operation of a Radio Broadcasting Installation

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de

The term „radio broadcasting installation“ applies to all fixed or mobile broadcasting installations operated by non-public terrestrial broadcasters (nömL) and to all wireless radio-control and relay installations.

Messe Berlin must be notified at least 6 weeks prior to the start of the event about the use of any radio broadcasting installations (pls. see Important Information).

Details about the radio broadcasting installation:

Operating frequency: .....

.....

Transmitter output: .....

.....

Location of broadcasting equipment (antenna): .....
(an explanatory sketch must be in included)

.....

.....

.....

Queries should be addressed to:

Name: .....

Address: .....

.....

Phone: .....

Fax No.: .....

E-Mail address: .....

Remark Messe Berlin:

passed on:

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail:

Date: Name of the customer (in block letters): Legally binding signature and company stamp:

....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Important information for operation of a radio broadcasting installation on the Fair Grounds

1. The term “radio installation” applies to all fixed or mobile broadcasting installations operated by nonpublic terrestrial broadcasters (nömL) and to all wireless radio-control and relay installations.

2. Messe Berlin must be notified at least 6 weeks prior to the start of the event about the use of any radio installations. 3. Operating frequencies are allocated, subject to mandatory approval, to be shared with other users of the frequencies, thereby creating the possibility of mutual influence on the signals. When carrying out radio operations, discipline must be exercised, and the transmission periods must be kept as short as possible to keep interference to a minimum for the benefit of all those users conducting radio operations.

4. The frequencies are allocated to the subscriber for his or her own use. The allocated frequency may only be transferred with the prior written approval of the regulating authority (Bundesnetzagentur – BNA), and it remains subject to the existing allocation regulations.

5. Under the terms of this frequency allocation, any radio installations used must comply with the relevant licensing regulations if BNA for the prescribed purpose, and must be marked with the appropriate licensing symbol.

6. Use of the frequencies must not interfere with other telecommunications installations and equipment. The relevant technical rules should be applied to eliminate any interference caused by use of the allocated frequency. If interference is being caused, BNA is authorized to restrict or prevent use of the corresponding radio equipment. The subscriber must comply with these instructions immediately.

7. The prior approval of BNA must be obtained before connecting up to any other telecommunications installations/telecommunications networks.

8. Officials of BNA must be permitted or enabled to gain access during normal operating times to sites, buildings, rooms and vehicles housing radio installations and equipment in order to examine the installations and facilities. These officials must be supplied with all required information about the radio network, radio installations and radio operations. The necessary documents must be made available.

9. Any alterations to the frequencies used by means of changes (e.g. change of location) and extensions to the radio network or to the radio installations may only be undertaken subject to the prior written approval of BNA.

10. Radio operations must be restricted to what is absolutely necessary. If necessary BNA reserves the right to impose an automatic limitation on the time spent on air.

11. Only internal information may be transmitted over the allotted frequency/frequencies.

12. Within reasonable limits BNA may subsequently impose conditions and restrictions if, after allocation, it is established that increased use of the frequency range is causing harmful interference in the frequencies used.

13. BNA may allocate one frequency or more other frequencies if the increased demand for communications by a user has caused

such far-reaching changes to the occupancy of the allocated frequency or frequencies as to prevent other users from making use of the same allotted frequency or frequencies, if these restrictions are caused by the party to whom the frequency has been allocated, and if the situation cannot be remedied by any other action.

14. The frequency allocation may be revoked either partially or entirely if a) the conditions governing the frequency allocation subsequently no longer apply, or if other factors subsequently emerge, on the basis of which BNA would be justified in not allowing allocation of the frequency, or not allowing its allocation in this form. b) the holder of the allocation fails to meet the obligations incurred as a result of the allocation, and this applies in particular to failure to comply with conditions regarding the allocation, or failure to comply within a specified time. c) BNA were entitled, on the basis of subsequent changes to a legal regulation, to no longer permit the allocation of the frequency, or its allocation in this form, provided that the party receiving the allocation has not made use of it, or if public interest were to be jeopardised, or d) the public interest were to be severely prejudiced in some other way, or if this detriment could not be eliminated.

15. The document authorizing the allocation must be presented to BNA or the police officers on request.

16. The holder of the frequency allocation must instruct service personnel about the obligation to adhere to the operational conditions with regard to the frequency allocation. The holder of the allocation is responsible for ensuring that the relevant regulations are observed.

17. This frequency allocation is not concerned with radiation safety nor with electrical and mechanical safety of the radio installation, for which separate rules and regulations apply.

18. The use of radio installations for monitoring purposes is prohibited.

19. The monitoring and recording of information intended for others is not permitted. The contents of such Information and the fact that it has been received may not be communicated to others, even if its reception was accidental. Information about the allocation of frequencies can be obtained from the relevant regulating authority, Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Berlin Phone: +49(0)30/43 74-0

Postal address:
Bundesnetzagentur für Elektrizität, Gas, Telekommunikation,
Post und Eisenbahnen Außenstelle Berlin
Seidelstraße 49
13405 Berlin, Germany

Operation of Laser Devices

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Messe Berlin: **Fax: +49(0)30/3038-4198**
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Exhibition Grounds: Phone:** +49(0)30/3038-4022**, E-Mail:** messetechnik@messe-berlin.de
ICC/Palais: Phone: +49(0)30/3038-2813; **E-Mail**: verhoeven@messe-berlin.de

In accordance with § 5 Section 1 of the Accident Prevention Regulations „LaserBeams“ (BGV B2) we hereby state our intention to operate in the following laser devices(s) of category 3 R, 3 B or 4:

Manufacturer: .....

Designation/Type: .....

Radiated power or energy: .....

Wave length(s): .....

|__| Continuous wave laser

|__| Pulse laser Pulse duration: ..... Pulse repeat frequency: .....

Responsible member of staff: .....

Laser protection official (in accordance with § 6 GUV 2.20): .....

Installation site: .....

Date of use: .....

Date/time that approval was issued: .....

Approval given by: .....

Test runs: date/time:: .....

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Load Distribution Measures
Timer packing

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 2 weeks prior to construction period

Messe Berlin: **Fax: +49(0)30/3038-4198**
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-4022 to 4028**, E-Mail:** messetechnik@messe-berlin.de

The floors of the halls are constructed either in the form of cavity floors to take supply pipes and wiring or as solid floors containing cable ducts.

Basements are also provided in some areas of the halls.

Proof must be submitted that the permitted loads on the hall floors, e.g. from columns, are not exceeded (see item3.1 Hall Data).

The normal permitted loads on the cavity floor are:

p = 10,00 kN/m² or

p = 35,00 kN for individual loads with a contact area ≥ 25/25 cm

a) **No special measures need to be undertaken for individual loads of up to 35 kN per column (contact area ≥ 25/25 cm)**

b) **For individual loads ≥ 35 kN up to80 kN per column standard timber packing is required on the base of the hall or basement invert, taking into consideration any existing supply pipes or wiring.**

Construction Services

..... pcs. Standard timber packing per unit 120.00 EUR = ... EUR

Please enclose a dimensioned sketch with your order, showing layout of columns and position.

c) **In the case of individual loads > 80 kN/column special constructions with additional stability calculations are required.**

We recommend the services of the following company for the additional stability calculations:

Dipl.- R. Axthelm & Dipl.-Ing. H.J. Kawski
Beratende Ingenieure VBI
Friedbergstr. 23, 14057 Berlin, Deutschland
Tel.: +49(0)30/326912-0, Fax: +49(0)30/326912-20

All services listed above will be charged together with the stand rental in the final invoice after the event ends, unless otherwise noted in the appropriate order form.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail: Your order number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Event:

Playing/Performing Music at Trade Fairs and Exhibition

Registration MES/AUS

Fax: **+49(0)711/2252-800**
Mailing address: GEMA-Bezirksdirektion Stuttgart, Postfach 10173, 70015 Stuttgart, Germany

Offices: GEMA
Bezirksdirektion Stuttgart,
Herdweg 63, 70174 Stuttgart,
Deutschland

Phone: +49(0)711/2252-794
Fax: + 49(0)711/2252-800
E-Mail: messe@gema.de

For exhibitors from abroad: Please send your application to the above mentioned address.

For exhibitors from Germany: Your application will be passed on to the appropriate regional head office. You may also send your application directly. The corresponding addresses and contact details you will find overleaf as well as under: http://www.gema.de/der-verein-gema/adresse/bezirksdirektion.

1. Company details

Name: ……
Head office: ……
Street: ……
City: ……
VAT Reg. No.: ……

Person to contact at company:
Name: ……
Dept.: .....
Phone: .....
E-Mail: ……

2. Trade fair/exhibition details

Description: ……
City: ……
Duration: ……

Hall No.: .....
Stand No.: .....
Stand area in m²: .....

3. Music to be played/performed as follows:

3.1 At stand
☐ Radio ☐ Audio media
(cassette recorder/DC player/MP3 etc.)

3.2 Playing of audiovisual content
☐ TV broadcast No. of screens: ……..
☐ imanges protected on large screen No. of screens: ……..
☐ using wall equipped with monitors No. of walls: ……
No. of monitors per wall: ……
☐ Video/DVD screening No. of screens: ……..
☐ projected on large screen No. of screens: ……..
☐ using wall equipped with monitors No. of walls: ……..

3.3 Multimedia applications
☐ Computer Overall total: ……
☐ using multimedia applications,
internet and otherwise total: ……..

3.4 Live playing/performing
(e.g. singers, dancers, musicians, other)
☐ yes Number of performances/daily : ……
☐ on all days ☐ only on: ……

3.5 Musical jingles
(e.g. lottery show, promotion campaigns, other)
☐ yes Number of performances/daily : ……
☐ on all days ☐ only on: ……

3.6 Parties at stand, iformal get-togethers after 6 p.m.
☐ yes date: ……
☐ with Live music ☐ audio media (CDs etc.)
Charges for using music: ……
Number of invited guests: ……..

3.7 Events outside the exhibition grounds
☐ yes date: ……
☐ with Live music ☐ audio media (CDs etc.)
Charges for using music: ……
Number of invited guests: ……..
Details of location: ……

4. Issuing of licences for business films and screening of audiovisual content
(see items 3.2 and 3.3)

Has a licence been issued for screening in public?

☐ yes ☐ no
(it is necessary to enclose copy of licence)

Place, date Stamp Signature

Information for Exhibitors

GEMA – Playing/performing music protected by copyright

Anybody who makes music available to the general public in Germany is normally automatically a customer of GEMA. In the case of radio and television broadcasters, cinemas or companies who produce audio visual media, the situation is easily understood and clear.

However, all organisers of music to be played/performed in public, and thus exhibitors who intend to play/perform music, or TV broadcasts and/or videos/DVDs at their stand, are also customers of GEMA.

In this context, German copyright law states: “Playing/performing a work is an act which is public whenever it is intended for several persons, unless such a group of persons is specifically delimited and either its members have personal links with each other by way of personal links with the organiser, or they have personal links with each other as such.”

In simpler terms this means that virtually every situation in which one or more persons listen to music together is public.Thus a celebration at a stand also takes place “in public”.

For this reason, registration is required in order to play/perform music protected by copyright. GEMA is obliged to issue such a licence. That is to say that after an applicant has handed in his registration in the correct way, a licence will be issued automatically. The arrival of a bill for fees to be paid is tantamount to approval. If you play/perform music without registering for a licence, then on behalf of GEMA we hereby expressly draw your attention to GEMA's right to lodge claims for damages.

If you wish to query the amounts charged by GEMA, as to whether they are fair and reasonable, then you may do so by having either a court or the arbitration tribunal of the German Patent Office review them. However, it should be noted that GEMA does take care to ensure that the fees charged to all concerned are fair and reasonable. On the one hand GEMA is subject to inspections by the state. On the other hand, for virtually every type of fee charged, an agreement exists between GEMA and such bodies who represent the interests of those who play/perform music.

GEMA registration
Please return the filled form to GEMA Key Account Management Messen or, to register without a form, list how music will be played/performed (how often, date, duration, whether music is to be played or performed). GEMA will send you the appropriate forms, and charge you a licence fee according to the details you have specified.

Fee category WR-VR-MES for works played from the GEMA repertoire, for entertainment purposes, not in the sense of organised events, at trade fairs and exhibitions
Each item subject to additional 7 % VAT (fees charged outside Germany are exempt)
Details valid for 2012. We reserve the right to make changes for 2013.

1. audio media	per Stand EUR 18.60/day	**4. visual media**	
2. radio broadcasts	per Stand EUR 15.04/day	4.1 per monitor	EUR 32.38/day
3. television broadcasts		4.2 per large video screen or per wall	
3.1 per TV set	EUR 7.88/day	equipped with video screen up to 100 m²	EUR 64.76/day
3.2 per large video screen or per wall equipped with monitors up to 100 m²	EUR 15.04/day		

Please note:
According to § 15 and subsequent sections of German copyright law, dated 9.9.1965, GEMA approval is required to publicly play/perform music protected by copyright.

The fees which apply in order to be granted a licence to make use of copyright and performance protection rights are scaled according to how music is played/performed and, where applicable, the area of the exhibition stand.
The amounts quoted above include all extras charged by the GVL (Collecting Society for Neighbouring Rights) and the VG Wort collecting society.

In case of queries please contact us. Our advisers will be at your disposal.

GEMA Key Account Management Messen,

Phone: (0711) 2252-794 Fax: 0711-2252-800, E-mail: messe@gema.de

Test for construction requiring official approval

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 6 weeks prior to the event *)

Orders which are placed within the last 2 weeks prior to the construction period are subject to a 20 % surcharge.

Messe Berlin: **Fax: +49(0)30/3038-4198**
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Phone: +49(0)30/3038-4022 to 4028, E-Mail:** messetechnik@messe-berlin.de

Construction requiring official approval are (pls. see Technical Guidelines):

- Stand structures with two or more storeys, see item. 4.2.1
- Special structures/constructions, special structural components, temporary structures, structures over public access areas, platforms, see item 4.2.1
- Showtrucks
- Aisles, gangways, steps, railings, parapets, see item 4.6
- Outdoor structures, see item 4.8

In accordance with the Technical Guidelines of Messe Berlin we hereby apply for the issue of an approval, limited to the duration of the fair, for the following:

Size/Area for construction ..... m²

The following documents are hereby enclosed, in German, with reference to the relevant DIN technical standards:

- o Description of structure
- o Location plan
- o **proved** statical calculation/Test book/Type test (Original issue) – pls. see item 4.2.1
- o Load for column each/conductive load into the floor
- o Construction drawings
- o Groundplans, views, sections (3 copies)
- o Calculation of area for construction, able to be proved
- o

Messe Berlin will charge **6.00 EUR per m²** stand construction**, at minimum 260.00 EUR** for approval of the supplied documents being correct and complete, and for one technical inspection of the construction incl. stairways and parapets.
If the submitted structural analysis has not been checked then Messe Berlin can be requested to carry out a check.
For the test of construction drawings and statical calculation, Messe Berlin will charge 6.00 EUR per m² of the presented stand construction, at minimum **360.00 EUR**. Additional inspections will be charged with proof of time.

The documents must be signed by the exhibitor (client) and by the person preparing the design/structural engineer !

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Remark Messe Berlin

passed on:

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: VAT Reg. No.

Contact for queries: Phone: Telefax :

E-Mail: Your order number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Approval, testing and exemption of structures requiring a building permit

(see Technical Guidelines items 4.2.1, 4.9.3, 4.9.4, 4.9.5 and 4.9.6)

Assuming that the Technical Directives for the design and construction of the stand are adhered to, it is not necessary to submit drawings in order to obtain approval for single-storey stand structures in the exhibition halls.

Construction application/
Structures requiring a building permit
All other stand structures, mobile stands, outdoor structures, special structures and constructions require approval.
Two-storey structures may possibly be allowed, subject to the approval of the relevant project management of Messe Berlin. The application must be submitted immediately after receiving notification that a stand has been assigned.
Two-storey structures are not possible in Halls 8.1, 10.1 and 11.1, and only at certain locations in Halls 14.1 and 15.1.
Unless stated otherwise for the trade fair in question, the maximum height of stand structures is equal to the inside height of the hall minus 0.50 m.

If an area of more than 30 m^2 is covered over with material that is not suitable for use with sprinkler systems, a sprinkler system must be installed.
Stand structures bordering on neighbouring stands must be painted in neutral white above a height of 2.50 m.

The following documents in German are required no later than 6 weeks prior to the start of construction when applying for approval for
- Stand structures with two or more storeys (see item 4.2.1)
- For special structures / special structural solutions, special components, temporary structures, components above areas frequented by visitors, grandstands (see item 4.2.1)
- Showtrucks
- Aisles, gangways, steps, railings, parapets (see item 4.6)
- Outdoor structures (see item 4.8)

the following documents, in German (in duplicate) are required at least 6 weeks prior to the start of the event:
a) **examined** static calculation in accordance with German industrial standards and technical rules. Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a **technical inspector or a structural stability expert approved in accordance with the respective state building regulations**,
b) description of the building, location plan,
c) stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
d) item a) does not apply if a type certification suitable for examination or a valid inspect and test log in accordance with FIBauR (Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspect and test logs will be shown by Messe Berlin on behalf of the exhibitor to the local Building Inspectorate responsible for the final acceptance.

The exhibitor/stand constructor will be invoiced for the costs of the construction approval process.
In addition to type testing/type certification for individual items of technical equipment, e. g. sports and games equipment with mechanical or electrical functions, the following documents, in German, must be submitted for inspection:
- Description of construction and operation,
- Design drawings,
- Proofs of stability,
- TÜ V test certificates, approvals or
- Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's statement in accordance with BauPG, §§ 9, 10.

The above documents may also be required.
If none of the stress analysis documents examined as stated above are available, they may be drawn up with the assistance of Messe Berlin. The costs will be borne by the exhibitor/stand constructor.

Individual loads on supporting pillars
The load to which the floor can be subjected varies between the different halls (see Hall Data). Proof must be provided that the foundation pressure of the pillars does not exceed the permitted foundation pressure of the hall floors.

Responsible site supervisor
The "site supervisor" appointed by the stand construction company or the exhibitor to oversee the work, and whose name must be supplied to Messe Berlin, is responsible for ensuring compliance with the Technical Directives. If this site supervisor does not have sufficient specialised knowledge or experience of particular items of work or aspects of the work, he must obtain the services of suitable experts.

Stand construction approval
After scrutiny, the copy of the stand construction plans, endorsed as approved, will be returned to the exhibitor/stand constructor.

Stand construction work may not commence until the approval endorsement has been granted.

Acceptance
Acceptance will be carried out or coordinated by Messe Berlin after approval has been granted for the construction of the stand, and following the erection of the supporting structure, the responsible site supervisor shall apply to Messe Berlin for acceptance.

Cladding may only be added to the supporting structure after the structure has been approved as being free of defects.

During the construction phase, if it is established that a stand or stand construction that was initially categorised by the exhibitor or stand constructor as being of a basic design subsequently proves to comprise a non-standard design (as determined by Messe Berlin), an acceptance process must immediately be initiated.

Prior to the start of the fair a final acceptance of all the fair structures will be carried out. If required, Messe Berlin GmbH will call in the services of specialised authorities or qualified experts (e. g. construction supervisory authority, professional association, fire service, trading standards department, police, technical supervisory board – TÜV).

If defects are discovered in structures at trade fairs a deadline will be given in writing for their elimination.

If defects are not remedied, even after instructions to do so have been issued, partial or even complete use of the stand for the exhibition may be prohibited. This prohibition on the use of the stand may be effected by Messe Berlin by the imposition of certain measures (cordoning off, closure of the stand, interruption of supplies to the stand. Such measures do not affect the obligation to pay the stand rental charge.

Fees
Messe Berlin will apply the scale of fees listed overleaf for examination and approval of the documents submitted, to ensure that they are correct and complete, and for single acceptance of the supporting structure including stairs and railings/parapets.

For single-storey exhibition stands or stand structures the usable stand area is calculated on the basis of the usable area, usually that accessible to persons, of the upper floor, and, if appropriate, this will also include the stand area covered by other, special stand constructions.

Work involving fire risks
Work involving the risk of fire may only be carried out subject to prior application and approval.

This approval is issued by Messe Berlin together with the certificate. Application forms/certificates should be requested if required.

Use of Pyrotechnics

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to event

Messe Berlin,: **Fax: +49(0)30/3038-4198**
Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany
Technical queries: **Exhibition Grounds, ICC Berlin and Palais:**
Phone: +49(0)30/3038-4042; **E-Mail**: kalkusschumann@messe-berlin.de

1. **Person(s)** responsible for letting off the spezial effects: .....
   Name and address: .....
   No. and date of the approval issued in accordance with § 7 SprengG: .....
   No. and date of certificate of competency in accordance with § 20 SprengG: .....
   Name and address: .....
   Issuing authority: .....
2. **Date and time** at which the special effects are to be let off :.....
3. **Place** (Hall/room/site): .....
   Occasion: .....
   Organizer: .....

   We wish to arrange an appointment for a demonstration of the intended special effects, for technical safety purposes on: ..... at: ..... a.m./p.m., because by this time the work of setting up should sufficiently advanced to allow a realistic demonstration.
   If you do not consider such a demonstration necessary, please notify using writing.
4. **Type and extent** of the intended special pyrotechnical effects:

Quantity / designation:	duration / height:	category:
.....	.....	.....
.....	.....	.....

If necessary, enclose a supplementary list of details:
(a printed supplement form may be obtained from: Messe Berlin GmbH, ST 22,
Phone + 49(0)30 / 30 38-38 35, fax + 49(0)30 / 30 38-38 38)

The organizer is required to make the following safety arrangements:

|__| a minimum of ..... fire extinguisher
|__| a team of firefighters commensurate with the size of the event (theatre firefighters) from the relevant fire brigade
|__| maintenance of clear emergency exits and free access for the fire brigade

By signing the order you acknowledge the stipulated conditions.

Company name and address of recipient of invoice:

Contact for queries: Phone: Telefax :

E-Mail:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

IMPORTANT !

TO AVOID SURCHARGES

FOR SHORT-TERM ORDERS

(20 % TO 30 %)

WE KINDLY ASK TO PAY ATTENTION

TO THE APPLICATION DEADLINES

IN THE ORDER FORMS

Compressed Air Installation

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the opening of the event are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 7, 25, 26:**
Phone: +49(0)30/3038-5751 or +49(0)177/3445495, **E-Mail:** wieneke@messe-berlin.de
Halls 8 to 24:
Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
		Main connection (10 bar) The quality of the compressed air at the transfer point from the compressor station to the Messe Berlin pipeline network meets the following classification in accordance with DIN ISO 8573-1: **Oil content:** Class 1 = max. oil concentration 0,01 mg/m³; **Solid matter content:** Class 1 = max. particle size 0,1 mg/m³; **Water content:** Class 4 = dew point under compression < +3 ºC Installation of compressed air line to connection point on the stand, incl. non-return valve (not including any additional distribution within the stand area)		
.....	5086315	Main connection up to 300 l/min (incl. connection on the stand)	519.00 EUR	..... EUR
.....	5086316	Main connection up to 600 l/min (incl. connection on the stand)	1,013.00 EUR	..... EUR
.....	5086317	Main connection up to 1 500 l/min (incl. connection on the stand)	1,490.00 EUR	..... EUR
.....	5086318	Main connection up to 2 500 l/min (incl. connection on the stand)	1,808.00 EUR	..... EUR
		Additional work according to expense and time		
.....	5086320	Compressed Air line up to 9 mm ø, per runn. m.	4.30 EUR	..... EUR
.....	5086321	Compressed Air line up to 19 mm ø, per runn. m..	6.50 EUR	..... EUR
.....	5086322	Compressed Air line up to 50 mm ø, per runn. m..	11.90 EUR	..... EUR
		Compressed air regulator (for hire) Installation, maintenance and removal of regulator incl manometer for unloading presure 0,5 to 10 bar		
.....	5086388	Regulator up to 300 l/min.	31.20 EUR	..... EUR
.....	5086329	Regulator up to 600 l/min.	41.90 EUR	..... EUR
.....	5086330	Regulator up to 2 500 l/min.	52.50 EUR	..... EUR
.....	5082263	Branch (each)	25.00 EUR	..... EUR

For installation on the open-air grounds please see form “Compressed Air – Open air grounds”.

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above..	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

Page 2
Installation Guide Compressed Air

Hall:	20	Stand-No.:	
Exhibitor:			

Fax: +49(0)30/3038-1460 or 3039-0009143

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations required as listed overleaf.**

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: 44.60 EUR/h, Plumber: 40.30 EUR/h, Helper: 34.00 EUR/h.

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Compressed Air Installation
Open Air Area

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the opening of the event are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 7, 25, 26:**
Phone: +49(0)30/3038-5751 or +49(0)177/3445495, **E-Mail:** wieneke@messe-berlin.de
Halls 8 to 24:
Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
		Main connection (10 bar) The quality of the compressed air at the transfer point from the compressor station to the Messe Berlin pipeline network meets the following classification in accordance with DIN ISO 8573-1: **Oil content:** Class 1 = max. oil concentration 0,01 mg/m³; **Solid matter content:** Class 1 = max. particle size 0,1 mg/m³; **Water content:** Class 4 = dew point under compression < +3 ºC Installation of compressed air line to connection point on the stand, incl. non-return valve (not including any additional distribution within the stand area)		
…….	5086325	Main connection up to 300 l/min (incl. connection on the stand)	571.00 EUR	……..... EUR
…….	5094835	Main connection up to 600 l/min (incl. connection on the stand)	1,114.00 EUR	……..... EUR
…….	5094836	Main connection up to 1 500 l/min (incl. connection on the stand)	1,639.00 EUR	……..... EUR
…….	5094854	Main connection up to 2 500 l/min (incl. connection on the stand)	1,989.00 EUR	……..... EUR
		Additional work according to expense and time		
…….	5094905	Compressed Air line up to 9 mm ø, per runn. m.	5.20 EUR	……..... EUR
…….	5094916	Compressed Air line up to 19 mm ø, per runn. m..	8.00 EUR	……..... EUR
…….	5094963	Compressed Air line up to 50 mm ø, per runn. m..	14.40 EUR	……..... EUR
		Compressed air regulator (for hire) Installation, maintenance and removal of regulator incl manometer for unloading presure 0.5 to 10 bar		
…….	5095330	Regulator up to 300 l/min.	37.50 EUR	……..... EUR
…….	5095332	Regulator up to 600 l/min.	50.40 EUR	……..... EUR
…….	5095458	Regulator up to 2 500 l/min.	63.40 EUR	……..... EUR
…….	5097334	Branch (each)	30.00 EUR	……..... EUR

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above..	Legally binding signature and company stamp
Date: ……	Name of the customer (in block letters): ……		……

Page 2
Installation Guide Compressed Air

Open Air Area

Hall:	20	Stand-No.:	
Exhibitor:			

Fax: +49(0)30/3038-1460 or 3039-0009143

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations required as listed overleaf.**

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: 44.60 EUR/h, Plumber: 40.30 EUR/h, Helper: 34.00 EUR/h.

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,
VAT Id No. DE 136629714, Tax No. 27/453/04182

Extractor Hoods and Vapour Extractors

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the opening of the event are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 7, 25, 26:**
Phone: +49(0)30/3038-5751 or +49(0)177/3445495, **E-Mail:** wieneke@messe-berlin.de
Halls 8 to 24:
Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
		Extractor hood available for hire Dimensions to be agreed up to 2 500 x 1 000 x 500 mm		
.....	82217	Halls: 1-7 (all levels), 8.2, 10.2, 11.2, 21a/b, 22 a/b, 23 a/b **Extractor hood for hire**	2,652.00 EUR	……..... EUR
.....	82218	Halls 9 a+c, 12, 17, 18, 20, 26 a/b/c **Extractor hood for hire**	3,111.00 EUR	……..... EUR
		Due to the special structural conditions in Halls 8.1, 9b, 10.1, 11.1, 13, 14.1, 14.2, 15.1, 15.2, 16 + 25, the installations of extractor hoods is only possible following prior consultation. Quotes available on request.		
.....		**Connection/Installation of exhibitor's own hood**		Quote available on request

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above..	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

../page 2/Installation Guide Extractor hoods

Page 2
Installation Guide Extractor Hoods

Hall:	20	Stand-No.:	
Exhibitor:			

Fax: +49(0)30/3038-1460 or 3039-0009143

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations required as listed overleaf.**

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: 44.60 EUR/h, Plumber: 40.30 EUR/h, Helper: 34.00 EUR/h.

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,
VAT Reg. No. DE 136629714, Tax No. 27/453/04182

Electrical Installations

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last week prior to the construction period are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 26, Palais, Entrance South, Sommergarten, MSH: Phone.:** +49(0)30/3038-5807/-5874,
E-Mail: ulrich.lerch@wisag.de
Internationales Congress Centrum (ICC), ICC-Bridge: Phone: +49(0)30/3038-1362
E-Mail: steinicke@capital-facility.de

Basic Electrical Installation 230/400 V, installation on site accord. to VDE 0100

Qty.	Order No.	Description		Price each	Price total
.....	5081840	**3,3 kW/16 A AC with neutral conductor 230 V** incl. distribution and 1 socket + 1 socket for night current (max. 1,1 kW for **1 fridge** only)		169.00 EUR	..... EUR
		3 phase AC 400 V incl. night current (with 1 CEE socket each) (RCD [= Fi protected switch gear] to be provided by the exhibitor)			
.....	5081841	up to 6.5 kW / max. 10 A with CEE 16		180.00 EUR	..... EUR
.....	5081842	up to 11.0 kW / max. 16 A with CEE 16		226.00 EUR	..... EUR
.....	5081843	up to 22.0 kW / max. 32 A with CEE 32		301.00 EUR	..... EUR
.....	5081844	up to 44.0 kW / max. 63 A with CEE 63		564.00 EUR	..... EUR
.....	5090571	**Increase of supply, additional kW** (accord. to standard cut-outs)	each	16.50 EUR	..... EUR
		3 phase AC 230/400 V incl. distribution with 1 socket for nightcurrent, RCD [=Fi protected switch gear], without sockets - increase of supply - pls. see below			
.....	5081845	up to 6.5 kW (sockets for distribution to be ordered in addition – see 5081849)		191.00 EUR	..... EUR
.....	5081846	up to 11.0 kW (sockets for distribution to be ordered in addition – see 5081849)		238.00 EUR	..... EUR
.....	5081847	up to 22.0 kW (sockets for distribution to be ordered in addition – see 5081849)		317.00 EUR	..... EUR
.....	5081848	up to 44.0 kW (sockets for distribution to be ordered in addition – see 5081849)		590.00 EUR	..... EUR
.....	5090571	**Increase of supply, additional kW** (accord. to standard cut-outs)	each	16.50 EUR	..... EUR
.....	5081849	**Sockets for distribution in addition** - incl. safety cut-out B 16	each	22.50 EUR	..... EUR
.....	5082017	**Ground connection**		18.50 EUR	..... EUR
		Electrical parts for hire (in addition to basic installation)			
.....	5082018	Ceekon socket 5 pole/16 A		47.00 EUR	..... EUR
.....	5082019	Ceekon socket 5 pole/32 A		80.00 EUR	..... EUR
.....	5082020	Ceekon socket 5 pole/63 A		107.00 EUR	..... EUR
.....	5082037	Ceekon socket 5 pole/125 A		141.00 EUR	..... EUR
.....	5082038	Spot mounted on arm, low voltage 50 Watt		41.00 EUR	..... EUR
.....	5082077	Spot mounted on arm		30.00 EUR	..... EUR
.....	5082097	Ground floor socket incl. installation		57.00 EUR	..... EUR
.....	5082098	Ceiling connection, 2 kW *)		155.00 EUR	..... EUR
.....	5082099	Halogen projector lamp, 500 Watt		57.00 EUR	..... EUR
.....	5082100	Halogen projector lamp, 1000 Watt		98.00 EUR	..... EUR
.....	5082101	Halogen projector lamp, 1500 Watt		112.00 EUR	..... EUR
.....	5082102	Halogen projector lamp, 2000 Watt		134.00 EUR	..... EUR
.....	5082104	Suspension of Halogen projector lamp, up to 6.00 m height **)		95.00 EUR	..... EUR
.....	5082117	Suspension of Halogen projector lamp, up to 9.00 m height **)		101.00 EUR	..... EUR
.....	5086219	Potential equalisation, separate *) not in hall 25 **) not in halls 9, 18, 20 or 25		54.00 EUR	..... EUR
		Additional Services			
.....	5082119	Installation work per hours		39.00 EUR	..... EUR
.....	5082122	Installation of distribution provided up to 11 kW		32.00 EUR	..... EUR
.....	5082123	Installation of distribution provided up to 22 kW		35.00 EUR	..... EUR
.....	5082124	Installation of distribution provided up to 44 kW		41.00 EUR	..... EUR
.....	5082136	Installation of distribution provided for 44 kW and more		47.00 EUR	..... EUR

Electricity supply from the neighbouring stand is not allowed !

..page 2/Installation guide - Electrical Installation

Page 2
Installation Guide Electrical Installations

Hall:	20	Stand-No.:	
Exhibitor:			

Fax: +49(0)30/3038-1460 or 3039-0009143

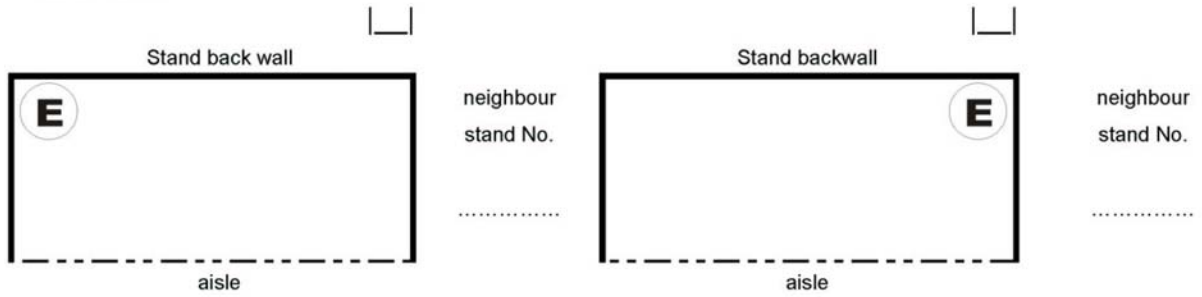
Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Electrical installations can be provided on the open-air grounds but, therefore, individual arrangements must be made in each case if installations are required on the open-air grounds.

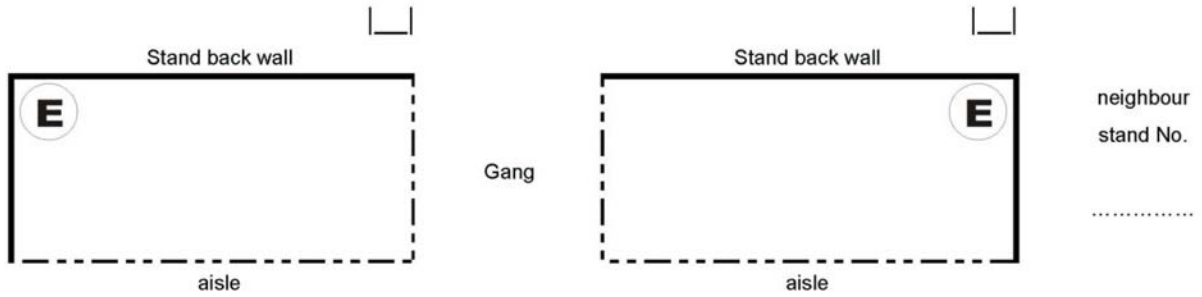
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

Standard installation for electrical basic connection

Stand in row



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenb

General Notes to Electrical Installations

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider / lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered. Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing.

Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,
VAT Reg. No. DE 136629714, Tax No. 27/453/ 04182

Gas Installation (Natural Gas)

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the opening of the event are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 7, 25, 26:**
Phone: +49(0)30/3038-5751 or +49(0)177/3445495, **E-Mail:** wieneke@messe-berlin.de
Halls 8 to 24:
Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

At the present time natural gas with a calorific value of 11,07 kW/m³ is available on the Exhibition Grounds at a static pressure of 20 mbar.

Qty.	Order No.	Description	Price each	Price total
		Main Gas Connection to the Stand (incl. consumption)		
.....	82317	Connection up to 15 kW/H	404.00 EUR	……..... EUR
.....	82337	Connection up to 25 kW/H	456.00 EUR	……..... EUR
.....	82338	Connection up to 55 kW/H	535.00 EUR	……..... EUR
.....	94881	Connection up to 120 kW/H	842.00 EUR	……..... EUR
.....	82339	Installation of gas appliances with thermic safety device incl. flexible gas pipe material for hire incl. installation.	74.40 EUR	……..... EUR

If exhibitors supply their own equipment, this must comply with DVGW (Technical and Scientific Association for Gas and Water) installation regulations.

Please note:
Upon request and subject to consultation, cooking equipment may be converted to natural gas or hired for the duration of the event.

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**.
These services will be charged within the final invoice of Messe Berlin GmbH.

|__| We are **only ordering by order** of the exhibitor.
(a written confirmation is available)

|__| **We are not the exhibitor**.
Services have to be charged to our own address as mentioned above.

Legally binding signature and company stamp

Date: Name of the customer (in block letters):

....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

../page 2 – Installation Guide Gas installations

Page 2
Installation Guide Gas Installations

Hall:	20	Stand-No.:	
Exhibitor:			

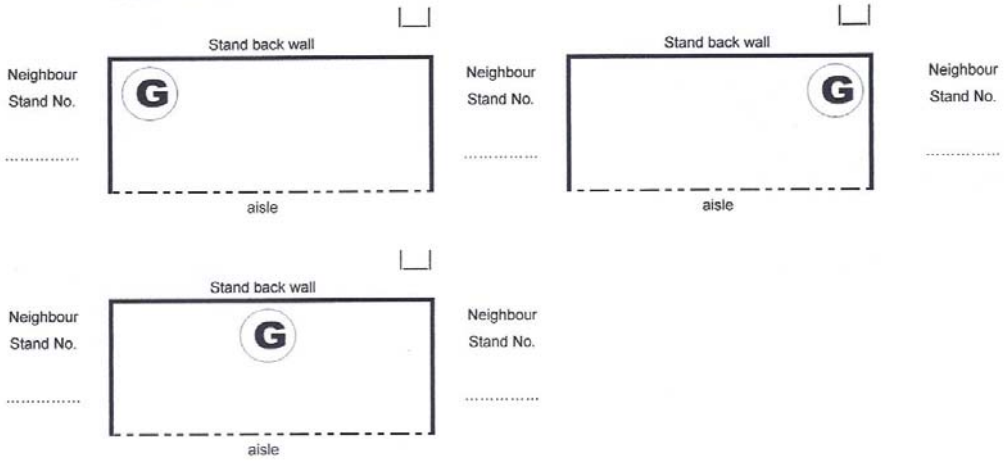
Fax: +49(0)30/3038-1460 oder 3039-0009143

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.

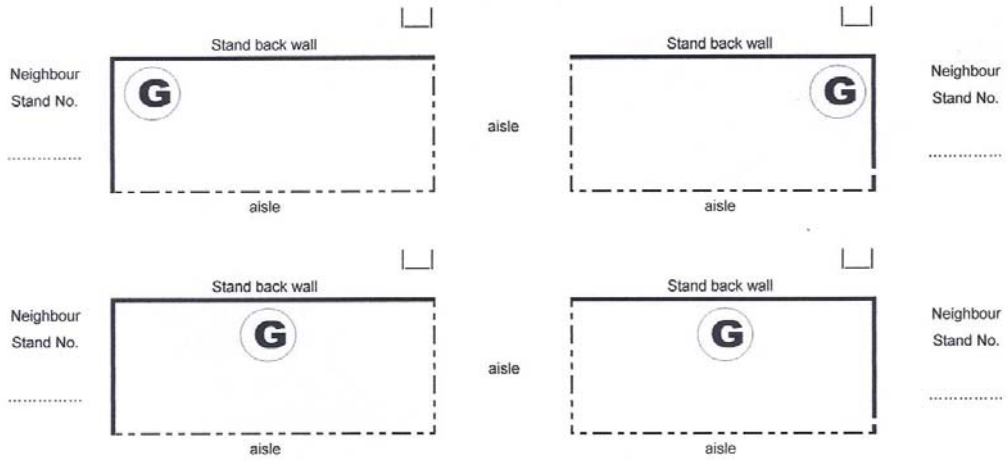
Space for sketch for disposition of technical installations required as listed overleaf.

Standard installation for Gas Installation

Stand in row



Corner Stand



Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: 44.60 EUR/h, Plumber: 40.30 EUR/h, Helper: 34.00 EUR/h.

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Internet connections available on the exhibition grounds

A local high-speed data network (LAN) provides users with internet connections on the exhibition grounds.

This LAN connects to the internet via an external line at speeds of 155 Mbit/s. The maximum available bandwidth depends on the volume of traffic on this external line and on the performance of the entire internet backbone.

Article no.	Description	max. bandwith	max. terminals	IP-address	Special information
Broadband internet connection, bandwidth up to 10 Megabit/s, max. no. of terminals 24 **Standard internet connections** are supplied with non-public IP address. These connections offer unlimited surfing, e-mailing and file downloads and do **not** support a direct web presence on the internet, neither routers nor proxies, and only limited use of VPN. **Premium internet connections** are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.					
INT_E3	**Standard broadband internet connection**	Up to 10 Mbit/s	24	non-public IP address	No router
INT_E1	**Premium broadband internet connection**	Up to 10 Mbit/s	24	public IP address	
Internet connection via S-DSL, bandwidth up to 3 Megabit/s, max. no. of terminals 4 **Economic internet connections** are supplied with non-public IP address. These connections offer unlimited surfing, e-mailing and file downloads and do **not** support a direct web presence on the internet, neither routers nor proxies and only limited use of VPN. **Business internet connections** are supplied with public IP address. These connections support a direct presence on the web (webcam, web servers etc.) from the exhibition grounds, include unlimited use of VPN connections, bidirectional file transfers and naturally surfing and e-mailing.					
INT_E4	**Economic internet connection**	Up to 3 Mbit/s	4	non-public IP address	No router
INT_E2	**Business internet connection**	Up to 3 Mbit/s	4	public IP address	
Wireless LAN internet connection **WLAN internet connections** are supplied with non-public IP address. This method of providing mobile access offers unlimited surfing, e-mailing and file downloads. These connections do not support a direct web presence on the internet, neither routers nor proxies and only limited use of VPN.					
INT_E5 INT_E6 INT_E7	**WLAN internet connection** rental period **up to 3 days** rental period **exceeding 3 days** rental period **for 1 day**	Up to 5 Mbit/s	1	non-public IP address	
INT_E56-M	**Additional WLAN internet connection** Rental period equal to that of primary connection INT_E5/INT_E6 More than 10 WLAN connections per offer				
Advanced Individually designed networks and services to customer specifications.					
	Individually designed network advisory service, planning and provision of an individually designed network (routing, switching etc.) to customer specifications anywhereon the exhibition grounds and in the ICC	Up to 1000 Mbit/s	As specified	As specified	

Cancellation /Express charge for orders/cancellations not in time:

WLAN cancellation charge (after receipt of order confirmation with access data) : 60,00 Euro (plus VAT)

Cancellation charge for wired connections (after installation of cable): 60,00 Euro (plus VAT)

Additional alterations/Installation in the stand: 60,00 Euro (plus VAT)

Express flat : (in case of order 1week before start of the event): 100,00 Euro (plus VAT)

For individual items, e.g. cabling on stand, IP addresses, network devices and installation services, see order form.
For a detailed description of specifications for the above items, see next page

Specifications for internet connections and single components

Standard - Broadband Internet connection - 10 Mbps

- **INT_E3** (specifications)
  Bandwidth up to 10 megabits/sec;access to a non-public IP address (automatically via DHCP); type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

Premium- Broadband Internet connection - 10 Mbps

- **INT_E1** (specifications)
  Bandwidth up to 10 megabits/sec;access to a public IP address; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 5 data cables (3 to 5 metres supplied on hall floor); standard RJ45 plug connections at stand; flatrate

Economic- S-DSL Internet connection - 3 Mbps

- **INT_E4** (specifications)
  (S-DSL = symmetrical DSL) bandwidth up to 3 megabits/sec (depending on location); access to a non-public IP address (automatically via DHCP); type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 3 data cables (3 to 5 metres supplied on hall floor); standard RJ45- plug connections and S-DSL modem at stand; Flatrate

Business – SDSL Internet connection – 3 Mbps

- **INT_E2** (specifications)
  (S-DSL = symmetrical DSL) bandwidth up to 3 megabits/sec (depending on location); access to a non-public IP address; type of network: Ethernet (LAN); exhibitor stand connected by screened Cat. 3 data cables (3 to 5 metres supplied on hall floor); standard RJ45- plug connections and S-DSL modem at stand; Flatrate

Single components

- **INT_E12-KR** (specifications)
  Installation LAN router hardware;
  Security router with integrated 4 port switch at internet connection for operating the user's own network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT. Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Controll (DHCP)
- **INT_E12-WR** (specifications)
  Installation WLAN router;
  WLAN router with integrated security functions at internet connection for operating the user's own secure network; includes installation service (30 mins.) for installing/configuring the router to customer specifications; the router provides the following functions: Firewall, Network Address Translation (NAT. Demilitarized Zone (DMZ), Virtual Private Network (VPN), Dynamic Host Controll (DHCP)

Installation of LAN router and WLAN router hardware only at Internet connection Premium (INT_E1) or Business (INT_E2)!

- **INT_E14-8S** (specifications)
  Installation 8 port switch;
  8 port LAN switch (10/100 Mbps) at internet connection for operating
  user's own devices; includes installation service (30 mins.)
- **INT_E14-16S** (specifications)
  Installation 16 port switch;
  16 port LAN switch (10/100 Mbps) at internet connection for operating
  user's own devices; includes installation service (30 mins.)

Wireless LAN

WLAN-Account/internet connection,
WLAN primary connection; one user account (user name / pass word); bandwidth up to 5 megabit/sec;

- **INT_E5** (specification) **- for a rental period up to 3 days**
  a non-public IP address (assigned automatically via DHCP);
- **INT_E6** (specification) - **for a rental period exceeding 3 days**
  a non-public IP address (assigned automatically via DHCP)
- **INT_E7 -(**Separate connection) - **for a rental period of 1 day**
  a non-public IP address (assigned automatically via DHCP)

Optional package for Wireless LAN

- **INT_E56-M** (specification)

  Additional WLAN-Account/internet connection;
  Rental period equal to that of the primary connection; bandwidth up to 5 megabit/sec; a non-public IP address
  (assigned automatically via DHCP); more than 9 additional connections per offer.

Advanced

- specifications

  Planning, provision, supervision of complete networks
  Ranging from basic to complexe networks we can offer the following IT services for your exhibitor stand:
  - bandwidths up to 1 000 Megabit/sec at terminal devices
  - network devices: switches, router, WLANs and cabling on stand
  - network services: VoIP, IPTV
  - terminal devices: PCs, laptop and servers

As a rule orders must be placed at least 8 weeks prior to the installation date ort he beginning of the event

Cancellation / express charges for orders / cancellations not in time:

WLAN cancellation charge (after receipt of order confirmation with access data): 60,00 Euro (plus VAT)

Cancellation charge for cable connected accesses (after installation of cable.): 60,00 EUR (plus VAT)

Additional alterations/Installation in the stand: 60,00 EUR (plus VAT)

Express flat (in case of orders 1 week before start of the event): 100,00 EUR (plus VAT)

Internet Access

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de

Rental period: from …… to …… Installation date: ……

Please note:
Does the exhibitor wish to install his own network/terminal devices (WLAN, switches, routers, servers or cables)? If so, please supply details.

Product	Qty.	Order No.	Description	Price each	Price total
Broadband internet connection, bandwidth up to 10 Megabit/s for max. 24 terminals					
Standard	.....	INT_E3	incl. a **non-public** IP address, flat rate volume tariff	610.00 EUR	..... EUR
Premium	.....	INT_E1	incl. a **public** IP address, flat rate volume tariff	780.00 EUR	..... EUR
Internet connection via S-DSL, bandwidth up to 3 Megabit/s (depending on location) for max. 4 terminals					
Economic	.....	INT_E4	incl. a **non-public** IP address, flat rate volume tariff	370.00 EUR	..... EUR
Business	.....	INT_E2	incl. a **public** IP address, flat rate volume tariff	470.00 EUR	..... EUR
Other items	.....	INT_E12-KR	LAN Router 4-Port, incl. installation (for access with public.IP only)	125.00 EUR	..... EUR
	.....	INT_E12-WR	WLAN Router, incl. installation (for access with public.IP only)	395.00 EUR	..... EUR
	.....	INT_E14-8S	8-Port Switch	80.00 EUR	..... EUR
	.....	INT_E14-16S	16-Port Switch	101.00 EUR	..... EUR
	.....	INT_E12-IP	Additional public IP address (for Internet access Premium o. Business)	70.00 EUR	..... EUR
	.....	INT_E14-90K	Cat.5 cabling on stand, up to 90 m in length (laid in the cavity floor)	199.00 EUR	..... EUR
	.....	INT_E14-20K	Cat.5 cabling on stand, up to 20m in length (laid over floor)	60.00 EUR	..... EUR
	.....	INT_E14-TU	Technical/IT-Support (30 minutes each)	75.00 EUR	..... EUR
WLAN	.....	INT_E5	Primary connection Wireless LAN Account, Internet access up to 3 days	155.00 EUR	..... EUR
	.....	INT_E6	Primary connection Wireless LAN Account, Internet access more than 3 days	260.00 EUR	..... EUR
	.....	INT_E56-M	Additional WLAN connection each	100.00 EUR	..... EUR
	.....	INT_E7	Separate connection Wireless LAN Account, Internet access for 1 day	60.00 EUR	..... EUR

Cancellation / express charges for orders / cancellations not in time

WLAN cancellation charge (after receipt of order confirmation with access da ta)	60.00 EUR
Cancellation charge for cable connected accesses (after installation of cable.)	60.00 EUR
Additional alterations/Installation in the stand:	60.00 EUR
Express flat (in case of orders 1 week before start of the event)	100.00 EUR

In order to be able to supply you with the above items we require a sketch of your stand specifying the exact details of the locations of connections and terminal devices. (please see next page).

Page 2
Installation Guide Internet Access

Hall:	20	Stand-No.:	
Exhibitor:			

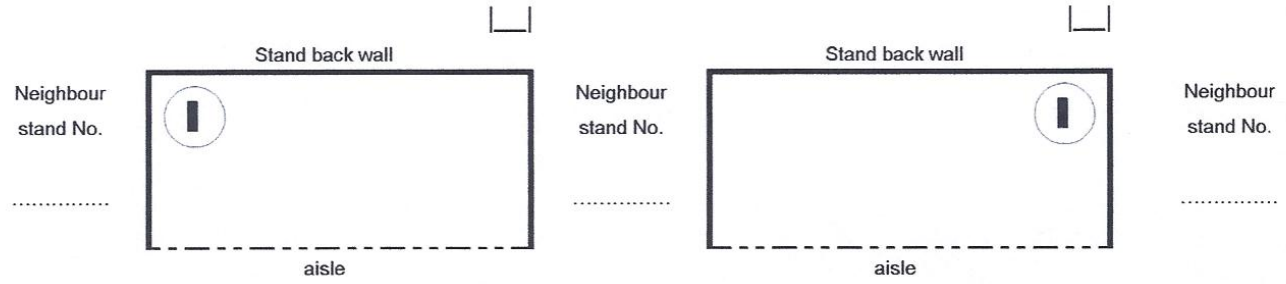
Fax: +49(0)30/3038-1460 or 3039-0009143

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

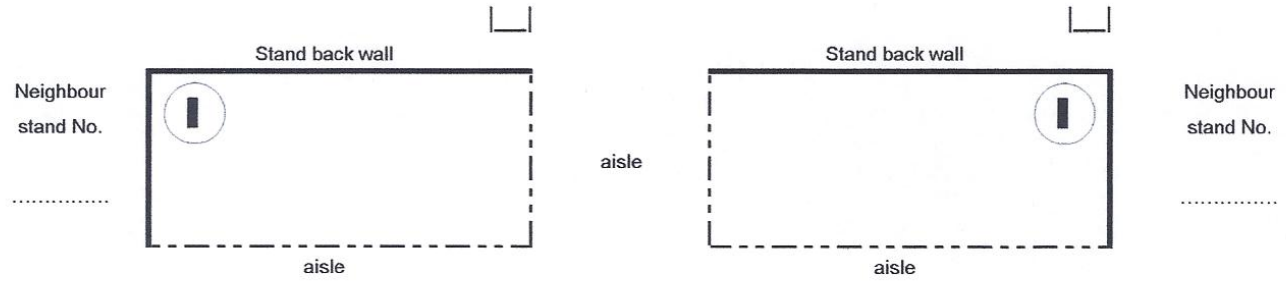
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

Standard installation for Internet access

Stand in row



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Order number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General conditions for the use of Internet connections

Standard, Premium, Economic and Business

As of: June 2010

General notes

Depending on the site and position of the area around the internet connection, in individual cases the availability of the named products may be subject to restrictions. Supplementary products such as switches, routers, DSL modems and public IP addresses are only of limited availability. If orders for Internet connections are placed within the specified deadline, i.e. 4 weeks prior to the start of the event, the services will be supplied on time without incurring any additional costs. Orders received after the expiry of the deadline may not be available, or may only be available at an increased cost, which will be passed on to the party placing the order. If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand. The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectity justitiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Notes on LAN/internet lines175

Access to the internet is provided by a LAN on the exhibition grounds and a 34 Mbit/s extemal line to a POP (Point-of-presence: provider's internet Interface). Simultaneous access to the LAN and the extemal line is available to all users on the exhibition grounds. This infrastructure is a shared medium where all network users are able to access the same network components and lines, but must therefore share the 34 Mbit/ S bandwidth accessing the internet.
The Internet is a field of wide-ranging responsibilities and Messe Berlin GmbH cannot assume any guarantees regarding end-to-end bandwidth availability. The Messe Berlin GmbH network will be subject to varying levels of utilisation (bandwidth) by its users during exhibitions and congresses. Gateways to various internet providers and web service providers are outside the jursdiction and the responsibility of Messe Berlin GmbH.

Information about operating a WLAN on an internet connection

If intending to use your own WLAN please notify Messe Berlin in writing prior to the event.
Use of a WLAN can interfere with other radio systems. For this reason the Installation of such a WLAN on the Messe Berlin grounds is only permitted subject to the following conditions/stipulations:
The WLAN access points must be modified to avoid causing interference to other radio networks:

— Output adjustment: reduction of the output to a maximum of 30 mWatts
— Channel allocations: use of the free Channel 13 or of the channels made available by Messe Berlin for the respective halls
— Transmission of a fixed SSID containing a reference to the stand and/or company
— The provisions of Orders 89/03 and 35/2002 of BNA concerning the general allocation of frequencies in the case of WLAN radio usage must be comptied with at all times.

WLAN networks may only be used for the purposes of providing networks on one's own stand.. Allowing visitors access to the internet via a public WLAN system (HOTSPOT) is strictly prohibited. Infringements of these regulations will result in the immediate withdrawal of approval to use WLAN technology on the Exhibition Grounds and may also result in more far-reaching claims for damages.
The aforementioned provisions must be adhered to under all circumstances. In the event of infringement of these provisions or interference to the in-house WLAN system, Messe Berlin is entitled to require the user to adjust the parameters as necessary and, if there is continued interference, may insist that operations are suspended. Interference resulting from infringements of the afore-mentioned rules can cause considerable expense for Messe Berlin as well as damage to its relationship with users of the in-house WLAN network. Messe Berlin draws attention to the fact that, if interference is caused as a result of infringements to the rules and provisions stated above, it will charge its users accordingly for the additional costs incurred and the costs of any damage.

Special configurations — details to be clarified with Messe Berlin prior to an event

DHCP and DNS

The use of DHCP or DNS services is not permitted because this could impede the correct functioning of the internet connections of fellow exhibitors.
The laying of cables by users themselves, including the installation of active components (hubs, switches, routers or servers) is subject to approval by Messe Berlin GmbH, who must be notified accordingly in all cases. Messe Berlin GmbH reserves the right to close down any self-installations that have not received the necessary approval. In principle we shall only ensure that a functioning LAN/internet line is provided. If computers are not configured to the necessary requirements, then Messe Berlin GmbH shall be able to carry out adjustments (fees will depend on time/labour needed).
If interference within the network is proved to be due to a faulty configuration (PC, notebook, router, proxy etc.), then we may carry out adjustments/make configuration changes at your expense, and if necessary disable the systems/devices in question.

VPN solution

Due to the existence of different VPN technologies not every type of VPN operation can be guaranteed if used with NON-public IP addresses. If one's own VPN installation is being used Messe Berlin GmbH advises that products with official IP addresses should be ordered and used.

Two functional alternatives for internet access/operation:

For normal use, an IP address range which enables you to use all internet services and applications on your PC or notebook will be supplied. However this does **not** allow access to your system from the internet.
You will receive a non-public IP address. Internet access will be provided by means of a NAT (Network Address Translation).
You will require an official IP address in order to be accessible on the internet or to enable the following services to be provided:

— video-conferencing
— streaming
— router or proxy

(See order form E 3.1, Product INTO2 — Internet Premium)

Product availability:

Messe Berlin GmbH shall only be able to supply the products listed on condition that the relevant service(s) and the necessary technical facilities are available at the requested location (stand or hall).
In case of an application for LAN/internet lines services being made at least 4 weeks prior the event, these services will be provided on time and free of extra-charge. In case of application which arrive after this date, providing these services will require additional time/labour. Depending on when the application is received, additional costs for express Installation work will be incurred and subsequently billed.

Rental period

Orders for connections, lines and services should be made using the appropriate form, which should be returned by the specified deadline. Orders received alter this deadline will be dealt with on a first come first served basis. Services and equipment will then only be provided according to the number of call numbers/ lines available.

All the necessary connections will be provided exclusively by Messe Berlin GmbH. The communication equipment and installation are provided on a rental basis. The rental period extends from the time the facilities begin operating until they are disconnected. Cancellation of connections that have already been registered should be made in writing no later than 4 weeks prior to the start of the event (date of postmark). A cancellation fee is payable for cancellations made after this time.

Responsibility for Installing cables

Cable installation work for all communications equipment outside the rented stands may only be carried out by Messe Berlin GmbH or its appointed subcontractors.
All equipment that is to be connected must comply with the Telecommunications Approval Regulations and must be approved by the official authority "Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen" (BNA). In the absence of such approval the applicant's connections will be terminated at his own expense.

Liability

1. Subject to the following provisions (Sections 2 to 8) Messe Berlin - irrespective of the legal grounds - will only be liable for damage or injury caused as a result of its own gross negligence or that of its legal representatives.
2. If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter's liability towards individual users will be timited to 12,500 EUROs, and liability towards the users in their entirety shall not exceed 5 000 000 EUROs for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced in accordance with the ratio of the total clams for damages to the maximum figure.
3. Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal Obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item `Liability", Number 2.
4. The limitations on liability in accordance with Nos. 1 to 3 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.
5. Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time. Messe Berlin's liability, irrespective of responsibility, for initial defects in the rented items (guarantee liability) is excluded.
6. Exhibitors shall be liable in accordance with the statutory provisions. Exhibitors are advised to take out suitable insurance. More details can be found in the exhibitors' service folder. In the case of equipment that has been misplaced or destroyed, lessees shall be required to pay the manufacturer's list price at the time the item is replaced, and in cases of damage the cost of the repair plus 10 % to cover additional expenses shall be payable.
7. Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.
8. The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

Security and data security

Data will be transferred in uncoded form between the users' terminals and the internet using a local area network (LAN) in place on the Exhibition Grounds. Consequently it may be possible for third parties to view personal data. Messe Berlin GmbH does NOT undertake protective measures within the scope of the LAN, such as the use of firewalls, encoding and virus scanners.

Users must undertake suitable measures of their own, for which they are themselves responsible, to protect against data theft, attack by viruses or worms, or unauthorised access to the system. Suitable state of the art measures consist, for example, of:

— adequate password protection for the operating system
— the use of current security patches for the operating systems
— virus scanners with a current virus database
— firewalls (hardware or software)
— the use of VPN and SSL connections
—

Any claims for damages resulting from the use of an unprotected computer system are excluded, provided that the event causing the damage is not the result of wilful intent or gross negligence on the part of Messe Berlin GmbH.

Use of the internet, which accessible to the public, shall be at the user's own risk. The user is solely responsible for any damage to his hardware or software, and for loss of data or other forms of loss which can be traced back to his use of these services, provided that the event causing the damage is not due to wilful intent or gross negligence on the part of Messe Berlin.

Steps must be taken to ensure that any terminals which are connected cannot adversely affect operation of the LAN or the internet.

The user is required to check that his hardware is provided with up-to-date security patches or to activate the security settings for his system as recommended by the manufacturers, as well as ensuring that other security systems and devices (firewall, anti-virus protection etc.) are used. In this respect the latest manufacturers' recommendations regarding security and service levels must be observed. The user is liable for damages resulting from infringements of these security obligations.

Messe Berlin reserves the riht to disconnect ports and sockets or even entire terminals if the connected equipment jeopardises the interference-free operation of the platform. As a rule such action will be taken 30 minutes after the order is given by telephone to eliminate the fault or the interference. If an acute risk to the operational capabilities of the internet platform exists, disconnection may take place without any prior announcement.

General conditions for the use of internet connection

WLAN As of: August 2010

1. Subject

The following provisions govern the use of the WLAN (Wireless Local Area Network) service of Messe Berlin GmbH (hereinafter referred to as "Messe Berlin"). Messe Berlin offers this service under the term "Messe Berlin WLAN". Terms and conditions that differ from those stated here are not applicable, even if Messe Berlin does not explicitly deny their validity.

2.1 Services provided by Messe Berlin/service description

Messe Berlin offers users pay access to the Internet via WLAN at selected locations and within the scope of technical and operational capabilities. WLAN is a wireless technology for data transmission. The network can achieve net bit rates of 5– 6
Mbits/sec. These bit rates represent the maximum value and can vary depending on the level of system utilization. There is no guarantee of a minimum bit rate. The frequency range used for the WLAN is not subject to a licence and is also used for other purposes (e.g. Bluetooth) and consequently no guarantees can be given regarding freedom from interference or the minimum quality of radio transmissions.

2.2 The coverage of the Messe Berlin WLAN system is limited to the halls of the exhibition grounds. Coverage in other specially marked areas of Messe Berlin (including the ICC and the Press Center) is a fee-based service provided by
T-Mobile Deutschland GmbH and is not covered by this agreement.

Due to the current state of WLAN technology, complete coverage of all areas cannot be guaranteed. Messe Berlin endeavors to provide the most complete coverage possible within the scope of what is technically and operationally feasible.

2.3 Users may gain WLAN access to the internet using a WLAN-enabled terminal
(WiFi Standard) operating in accordance with the IEEE 802.11b standard. The provisions of Orders 89/03 and 35/2002 of RegTP concerning the general allocation of frequencies in the case of WLAN radio usage must be complied with. **Allowing visitors access to the internet via a public WLAN system (HOTSPOT) is strictly prohibited.** Infringements of these regulations will result in the immediate withdrawal of approval to use WLAN technology on the Exhibition Grounds and may also result in more far-reaching claims for damages.

2.4 The services described in Section 2.1 can be utilized for the fees listed in the currently valid exhibitor service folder.

2.5 The access points provide access to the Internet. Communication between clients through a single access point or between two access points is not possible.

2.6 Roaming between the access points is only possible within the exhibition hall.

3. User duties and obligations

3.1 When applying for WLAN access, users are obliged to provide complete and accurate information.

3.2 Users are solely responsible for the security and secrecy of the login information assigned to them. This includes the SSID, user name and password combination.

4. Complaints

Complaints concerning the ordered services are to be submitted in written form to the following address: MB Capital Services GmbH, Thü ringer Allee 12/12A, 14052 Berlin, Germany. Complaints filed at a later date will be excluded. Messe Berlin is obliged and entitled to subsequent improvement. Rescission of the contract or abatement of the purchase price is admissible if subsequent improvement fails.

5. Duration

5.1 Users are provided access for the duration according to the customer order.

5.2 Messe Berlin reserves the right to disable an existing WLAN connection if the user violates the terms of this agreement or other legal restrictions. After access has been disabled, Messe Berlin reserves the right to claim full payment for the initiated access period.

6. Security and System Integrity

6.1 The data transmitted between the users' laptop/PDA and Messe Berlin access points is unencrypted. Hence, it may be possible for third parties to access data transmitted from laptops/PDAs using the Messe Berlin WLAN. Messe Berlin does NOT guarantee security for data transmission within the WLAN.

6.2 Ensuring the security of this data is the responsibility of the users themselves
(e.g. VPN Client or SSL encoding). Finally, any liability on the part of Messe Berlin is regulated by the terms of Item 7.

6.3 Use of the internet, which accessible to the public, shall be at the user's own risk. Unless Messe Berlin is liable under the terms of Item 7, users themselves shall bear responsibility for damage attributable to use of the WLAN service, and especially for damage to their hardware or software, or for damage due to loss of data.

6.4 Messe Berlin will provide the user with **transparent** internet connections. Steps must be taken to ensure that any terminals which are connected cannot negatively affect operation of the internet platform.

The user is required to check that his hardware is provided with up-to-date security patches or to activate the security settings for his system as recommended by the manufacturers, as well as ensuring that other security systems and devices (firewall, anti-virus protection etc.) are used. In this respect the latest manufacturers' recommendations regarding security and service levels must be observed. The user is liable for damages resulting from infringements of these security obligations.

6.5 Messe Berlin reserves the right to disconnect ports and sockets or even entire terminals if the connected equipment jeopardises the interference-free operation of the platform. As a rule such action will be taken 30 minutes after the order is given by telephone to eliminate the fault or the interference. If there is an acute risk to the operational capabilities of the internet platform, disconnection may take place without any prior announcement.

7. Liability

7.1 Messe Berlin only provides internet access via the WLAN. Any such content that may be accessed will not be examined by Messe Berlin. In particular Messe Berlin will not check for harmful software (e.g. viruses). If not expressly marked otherwise, all content accessed by the user via the WLAN contains content from other sources as defined by § 5 Section 3 Teledienstegesetz (Telecommunications Services Law). Messe Berlin provides no guarantees and accepts no liability for the correctness or completeness of the content offered by itself or by third parties.

7.2 Save for the provisions of Items 7.3 to 7.7, Messe Berlin – irrespective of the legal grounds – will only be liable for damage or injury caused as a result of its wilful intent or of the gross negligence of its legal representatives or supervisory employees.

7.3 If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter's liability to individual users will be limited to 12,500 EUROs, and liability to the users in their entirety shall not exceed 5,000,000 EUROs for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced according to the ratio of the total clams for damages to the maximum figure.

7.4 Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item 7.3 .

7.5 The limitations on liability in accordance with Nos. 7.2 to 7.4 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.

7.6 Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time.

7.7 Messe Berlin's liability, irrespective of responsibility, for initial defects in the rented items (warranty liability) is excluded.

7.8 Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.

7.9 The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

8. Data protection

The data provided in the application process for the user name/password combination are used exclusively for the application process, for organizational purposes or amendments related to the services described above. Specifically, no data will be passed on to third parties. Users have the right to view their personal data maintained by the service provider free of charge at any time. After the contractual relationship ends, all data will be immediately erased, as soon as this information is no longer needed for transactions connected with the contractual relationship. Data disseminated through the use of the Internet is not covered in the data protection provided by Messe Berlin.

9. Other conditions

9.1 Supplementary verbal agreements are not valid.

9.2 Messe Berlin may transfer the rights and obligations stipulated in this agreement to an affiliated company without the consent of the participant. In this case, participants have the right to terminate the agreement without notice.

9.3 This agreement is subject to German law to the exclusion of UN commercial law.

Cable Television and Radio Connection (FS/HfK)

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de

Qty	Order No.	Description	Price each	Price total
		Main connection – Hf-Leads from the Messe Berlin-Point to the stand		
.....	82639	**Cable TV/FM Radio connection 65 db µV in the halls**	159.00 EUR	……..... EUR
.....	82640	**Cable TV/FM Radio connection 65 db µV on the open-air grounds**	proof of work and materials	……..... EUR

Completion: .....

Dismantling: .....

Please enclose asketch for dispostionof the ordered installation.
Please indicate the position of your stand on the sketch (aisles, adjacent stands).
Additional costs arising from changes in connections will becharged to the applicant.

Stand installation:
We have appointed the following company to carry out installation work on the stand behind the main connection:

|__| **Installation company appointed for the hall**

|__| Company:

.....

.....

(The contracting firm is aware of the conditions applying to connection work).

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above..	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

Page 2
Installation Guide Cable TV Access

Hall:	20	Stand-No.:	
Exhibitor:			

Fax: +49(0)30/3038-1460 or 3039-0009143

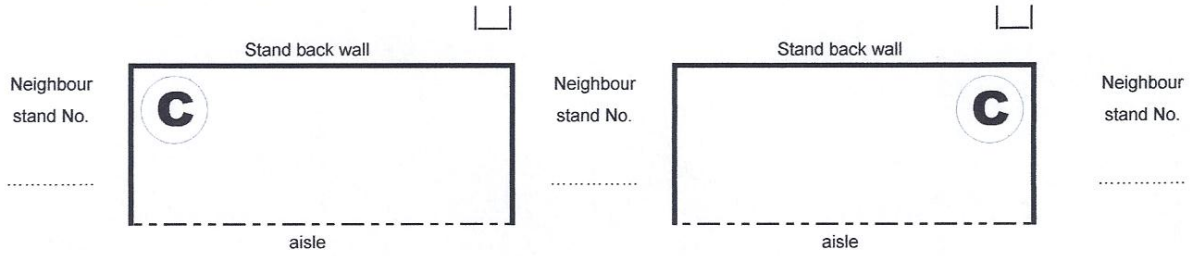
Please indicate the position of your stand on the sketch (aisles, adjacent stands)

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.

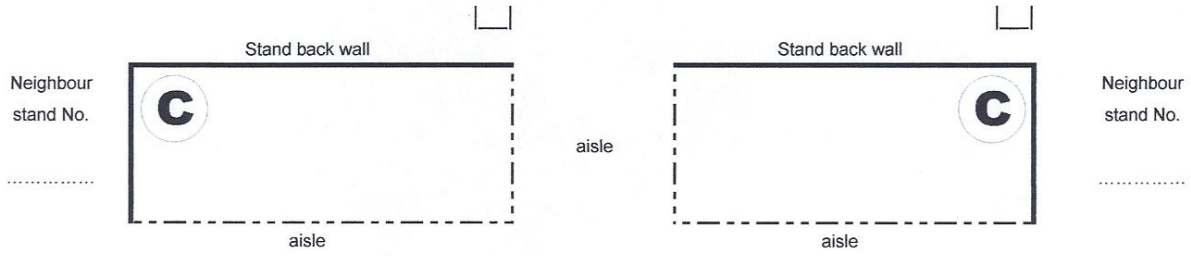
Space for sketch for disposition of technical installations required as listed overleaf.

Standard installation for cable TV

Stand in row



Corner stand



General notes

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful

Connection Conditions for Cable Television and Radio Connections

I. Preliminary remarks

The broadband distribution network will be set up by Messe Berlin in a fully operational state to the distribution points in the halls. It may only be extended onto the stands by Messe Berlin or one of its appointed contractors. However, installation work on the stand itself may be carried out by a specialist firm appointed by the exhibitor.

II. Connection conditions

The following conditions apply to the installation and operation of passive and active broadband communication components on the exhibition stands from the transfer point in hall onwards:

1. All the conditions specified in the FTZ guideline 1 R 8/Part 15 must be observed. Particular attention should be paid to the following:

   - screening factor
   - level, level reduction
   - decoupling RF sockets

2. Level reduction (minimum values)

Amplifier specifications	Number of channels	35	43
Ref. Value according to DIN 45044 B	2 Channels	19,0 dB	20,0 dB
Ref. Value according to 1 R 8/15	12 Channels	4,5 dB	5,5 dB
Ref. Value according to 1 R 8/15	35 Channels	0,0 dB	1,0 dB
Additional recommended level reduction (reserved for fluctuations in level)	35 Channels	2,0 dB	2,0 dB

3. For single stage amplifiers the rated gain for the amplifier (type) should be selected as accurately as possible for the input/output level situation, because any reduction in level using the adjuster at the amplifier input will worsen the signal-to-noise ratio at input levels < 65 dB µV.

4. Single-ended amplifiers cannot be used.

5. More extensive stands should be supplied from serveral hall transfer points. Cascades of amplifiers are not recommended because this leads to a loss of quality.

6. TV sets should be supplied from the RF sockets with levels between 65 ... 70 dB µV (the ideal setting depends on manufacturer's recommendations).

III. Remarks

Radio stations broadcasting in the long, medium or short wave-bands (LMS) are not served by broadband network. Following Prior approval by Messe Berlin, LMS receiving installations should be set up by exhibitors themselves.

Only a limited number of satellite dishes can be installed. Applications must be made in writing. You should allow for cable lengths of < 100 m between the dish and the exhibitor's stand when preparing your plans.

Air-Conditioning Installation (Water supply)

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last week prior to the construction period are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-00091 43**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 7, 25, 26:**
Phone: +49(0)30/3038-5751 or +49(0)177/3445495, **E-Mail:** wieneke@messe-berlin.de
Halls 8 to 24:
Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

General hint:
Considering individual air-condition at the stand, the prior consent with „Event Service“ of Messe Berlin is prerequisite.

Fresh water can be provided for cooling, however, depending on sector and operation the temperature and pressure can differ in some cases.

Qty.	Order No.	Description	Price each	Price total
		Basic Water supply for Air-Conditioning		
.....	82197	**Supply for air condition up to DN 25** (supply and drainage 15 m length each) incl. shut-off device, non-return valve and water meter (DN 20)	673.00 EUR	……..... EUR
.....	94877	**Supply for air condition up to DN 50** (supply and drainage 15 m length each) incl. shut-off device, non-return valve and water meter (DN 25)	927.00 EUR	……..... EUR
		Pipe lengths over 15 m will be charged according to prices in form D4 water installation.		
		Water consumption The water consumption are based on meter readings and will be charged at **EUR 5,40/m³** (plus VAT) by Messe Berlin. The water readings will be taken after the installation and after dismounting, in the presence of the exhibitor.		

Independently executed assembly work within the false floor area is not permissible. Water installations can be provided on the open-air grounds but their availability is limited and they are subject to increased costs. Therefore individual arrangements must be made in each case if installations are required on the open-air grounds.

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above..	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

Page 2
Installation Guide Air Conditioning/Water

Hall:	20	Stand-No.:	
Exhibitor:			

Fax: +49(0)30/3038-1460 or 3039-0009143

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.

Space for sketch for disposition of technical installations required as listed overleaf.

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General Guidelines for Installations (Water, compressed air, vapour extractors)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: 44.60 EUR/h, Plumber: 40.30 EUR/h, Helper: 34.00 EUR/h.

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.
The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand.
In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand.
The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.
Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.
The exhibitor will be charged with additional charges for necessary alterations due to missing sketches.
The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Satellite and DVB-T Sites
Installation of Units

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
.....	82641	**Site(s) for satellite unit** according to allocation by Messe Berlin Measurements of the receiving unit (diametre): ..... Name of satellite, the unit should be directed to:	285.00 EUR	……..... EUR
.....	94822	**DVB-T Site** **Date of installation: .....** **Date of dismounting: ….....** **Installation of Unit** **Sat or DVB-T aerial/branching off to the exhibition stand/distributed network at the stand** A or B, please tick where applicable **A** **|__| We kindly require assistance** and/or quotation (please enclose plan of exhibition stand) **B** **|__| Installation of our unit will be executed by the following company:** (if not identical with the exhibiting company) .... We hereby confirm, that the installation company authorized by us has noted the guidelines for installations. All installation guides need the written approval by Messe Berlin (responsible: Service + Technik)	285.00 EUR	……..... EUR

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Sprinkler Installations and Fire Extinguisher

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Orders which are placed within the last 4 weeks prior to the opening of the event are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** oder 3039-0009143; **Phone +49(0)30/3038-14 00**; **E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone:** +49(0)30/7000-080**; E-Mail:** rahns@minimax.de

	Order No.	Description		Price each	
	___		**Sprinkler system installed** in accordance with local conditions The installation will be designed on the basis of the plans submitted for the stand design, and ill be submitted to the exhibitor as a firm offer. The costs of project planning includes: - preparation of installation drawings - consultations with licensing authority		
		Prices for the various available services			
	82277	Sprinkler exposed		209.00 EUR	
	82278	Sprinkler hidden		265.00 EUR	
	82289	Angled to adapt sprinkler		40.60 EUR	
	97171	Undercover sprinkler		335.00 EUR	
	82280	Installation of pipes, incl. shaped and connecting pieces per runn. mtr.		57.10 EUR	
	82281	De-activating or activating, emptying or filling the sprinkler system		383.00 EUR	
	82282	Reconnecting to existing sprinkler system		329.00 EUR	
	82283	Connecting 2“ water supply to the stand		289.00 EUR	
	82284	Joining the on-site water connection		116,00 EUR	
	82285	Complete draining of installation		165.00 EUR	
	82286	Connection to electrical distribution		136.00 EUR	
	82297	Alarm siren 220 V		157.00 EUR	
	82298	Flow monitor		329.00 EUR	
	82299	Supply of scissor-type extending platform	(each time used)	682.00 EUR	
Qty.		**Fire extinguisher**			
…….	82300	Fire extinguisher for hire incl. delivery and collection		68.00 EUR	……. EUR

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	……..

Messe Berlin GuestEvents - Contractual partner: Messe Berlin GmbH

Page 2
Installation Guide Sprinkler Installations

Hall:	20	Stand-No.:	
Exhibitor:			

Fax: +49(0)30/3038-1460 or 3039-0009143

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.
Space for sketch for disposition of technical installations required as listed overleaf.

Please indicate the position of your stand on the sketch (aisles, adjacent stands)

General remarks

In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fulfilled when installed on the stand.

The installation company is not obliged to check the credentials of the personnel on the stand when executing the assembly work.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Telephone and Telefax
Analog and ISDN

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Phone:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de

Qty.	Description	Price each	Price total
	Rental period from ..... to		
	Date of installation:		
	Telephone connections without terminal		
.....	Analog connection without terminal (please mention if modem/Tele Cash is required)	130.00 EUR	..... EUR
	Telephone connections incl. one terminal each		
.....	Standard Telephone/Connection, cordless	155.00 EUR	..... EUR
.....	Standard Telephone/Connection, cable connected	145.00 EUR	..... EUR
.....	Telefax machine/Connection	275.00 EUR	..... EUR
.....	Telephone and Telefax machine/Connection	400.00 EUR	..... EUR
	ISDN Connection without terminal		
.....	ISDN standard line	230.00 EUR	..... EUR
	incl. installation ready for operation and work performed on site		
.....	Primary rate multiplex access	620.00 EUR	..... EUR
	as an feature, PABX access incl. installation ready for operations and work performed on site		
	ISDN Terminals		
.....	ISDN terminal equipment	63.00 EUR	..... EUR
.....	ISDN facsimile equipment	190.00 EUR	..... EUR
	Other services		
.....	Call itemisation	10.00 EUR	..... EUR
.....	Complete Telephone units (e.g. central office unit)	upon request	
.....	Technical support, for every starting ½ hour each	75.00 EUR	..... EUR
	Cancellation charge / Express flat sums will be charged:		
	Cancellation charge (for connections cancelled not in time (pls. see overleaf)	60.00 EUR	
	Additional alterations/installation in the stand	60.00 EUR	
	Express flat sum 1 (in case of orders 48 hours before start of the event or later)	100.00 EUR	
	Express flat sum 2 (in case of orders 24 hours before start of the event or later)	200.00 EUR	

Tariff units: Charges are calculated at **0,12 EUR per time-based unit.**

If cable-connections are requested, please include an assembly sketch to identify the position of the equipment (please see form).The Exhibitor will be charged with additional charges for necessary alterations due to missing sketches).

../page 2 – Installation Guide Telephone and Fax

Page 2
Installation Guide for Telephone/Fax

Fax: +49(0)30/3038-1460 or 3039-0009143

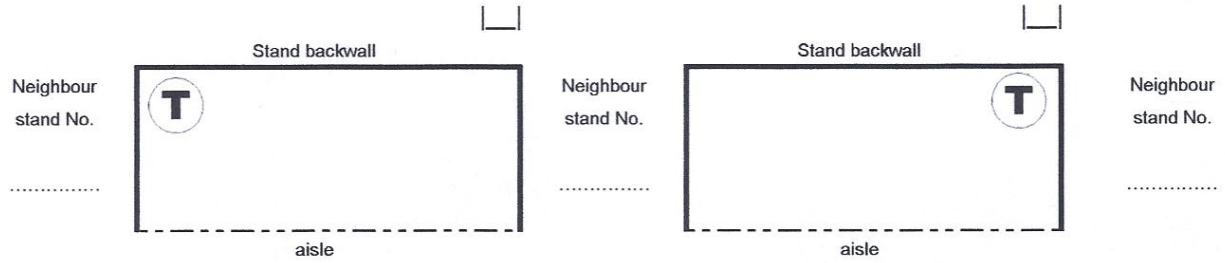
Hall	20	Stand No.	
Exhibitor			

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

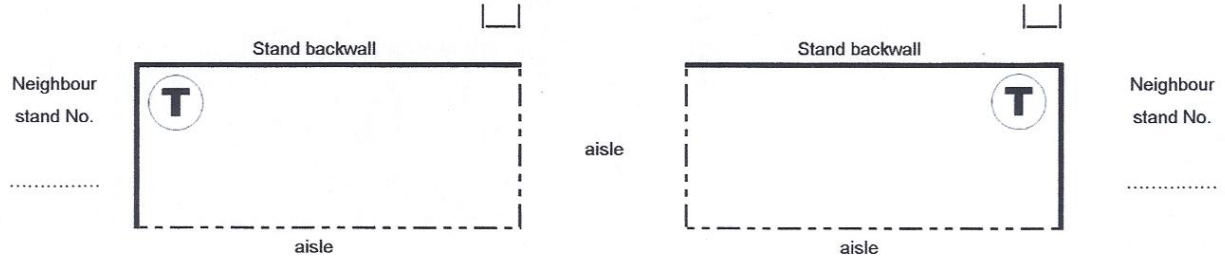
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution. **Space for sketch for disposition of technical installations.**

Standard installation for telephone, ISDN, Fax

Stand in row



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice:

Vat Reg. No.:

Contact for queries:

Phone:

Telefax:

E-Mail:

Your order number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General notes for telecommunications

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Notes on telecommunications lines

A locally installed PABX system provides the exhibition grounds and ICC with analogue and digital telecommunications lines. The following dialling restrictions apply:

Barred dialling codes

The following network dialling codes are not available

010	call by call / internet by call
012	innovative services
0190-0	premium rate services
0192, 0193	online services
0194 to 0199	
11880, 11881, 1188	information enquiries

Only those online service providers (prefix 0191) which bill users directly via the following customer access code are available

T-Online	0191011
Compuserve	019160
AOL	01914

Messe Berlin reserves the right to make modifications to the list of non-available and available dialling codes.

ISDN lines

ISDN lines correspond to the European ISDN standard (DSS1 D-channel protocol). For transferring data, B-channel bundling (2 × 63 KBit/s) is supported. A terminal device can make manual or automatic use of this feature.

Packet-switched data transfer according to X.31 (X.25 via ISDN D channel), e. g. as a means of transferring to the Datex-P network, is not supported.

Each ISDN S0 line can connect up to 8 terminal devices to an S0 bus. It is possible to install up to 8 MSNs (multiple subscriber numbers).

PSTN exchange prefix

A “0” prefix must be dialled before making any external calls. It is possible to configure the telecommunications line to omit the “0” prefix requirement (hotline configuration).

Enabling lines

Telecommunications lines will be enabled on the day prior to the beginning of the event and disabled on the day following the event. If the customer so requests, enabling/disabling can be carried out on a daily basis

Availability of telecommunications services (stand construction/dismantling)

Stand construction/dismantling can take place between 8 a. m. and 8 p. m. prior to, during and following the official days of an event.

In the case of an application for telecommunications services being made at least 4 weeks in advance of the start of the event, these services will be provided on time and free of charge.

In the case of applications which arrive after this date, providing these services will require additional time/labour. Depending on when the application is received, additional costs for express installation work will be incurred and subsequently billed.

Telecommunications system repair service

The telecommunications system repair service is available from Monday to Sunday between 8 a. m. and 8 p. m. In the case of repairs being required during the normal event opening hours, the service will be provided within a maximum waiting time of one hour.

Rental period

Orders for connections, lines and services should be made using the appropriate form, which should be returned by the specified deadline. Orders received after this deadline will be dealt with on a first come first served basis. Services and equipment will then only be provided according to the number of call numbers/ lines available.

All the necessary connections will be provided exclusively by Messe Berlin GmbH. The communication equipment and installations are provided on a rental basis. The rental period extends from the time the facilities begin operating until they are disconnected. Cancellation of connections that have already been registered should be made in writing no later than 4 weeks prior to the start of the event (date of postmark). A cancellation fee is payable for cancellations made after this time.

Retaining previous numbers

If you wish to be given the same numbers that you had at previous events you should state “previous number” on your application. This arrangement is, of course, only possible if the number in question is still available.

Responsibility for installing cables

Cable installation work for all communications equipment outside the rented stands may only be carried out by Messe Berlin GmbH or its appointed subcontractors.

Official approval of equipment

All equipment that is to be connected must comply with the Telecommunications Approval Regulations and must be approved by the official authority “Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen”. In the absence of such approval the applicant’s connections will be terminated at his own expense.

Liability

1. Subject to the following provisions (Sections 2 to 8) Messe Berlin – irrespective of the legal grounds – will only be liable for damage or injury caused as a result of its own gross negligence or that of its legal representatives.

2. If the damage or injury is due to the gross negligence of other persons employed by Messe Berlin, the latter’s liability towards individual users will be limited to 12,500 EUR, and liability towards the users in their entirety shall not exceed 5,000,000 EUR for each event causing damage or injury. If the multiple damages, due to the same event, exceed the stipulated maximum figure, the amount of damages payable shall be reduced in accordance with the ratio of the total clams for damages to the maximum figure.

3. Messe Berlin shall be liable for infringement of substantial contractual obligations, according to the merits of the particular case. Contractual obligations shall be considered to be substantial if compliance with them is of particular importance in fulfilling the purpose of the agreement (cardinal obligation). In the case of an infringement of a cardinal obligation the amount of liability shall be limited in accordance with Item “Liability”, Number 2.

4. The limitations on liability in accordance with Nos. 1 to 3 do not apply to the assumption of a guarantee in accordance with § 276 Section 1 BGB in cases in which warranted characteristics are lacking, to liability under the terms of the Product Liability Law, or to liability in the case of loss of life, physical injury or impaired health. The assumption of a guarantee or of the risks pertaining to the condition of an item in accordance with § 276 Section 1 BGB is only agreed if this has been expressly indicated as such by Messe Berlin GmbH and forms the subject of a written declaration.

5. Messe Berlin GmbH is not liable for damage which could have been avoided had the user saved the data in good time. Messe Berlin’s liability, irrespective of responsibility, for initial defects in the rented items (guarantee liability) is excluded.

6. Exhibitors shall be liable in accordance with the statutory provisions. Exhibitors are advised to take out suitable insurance. More details can be found in the exhibitors’ service folder. In the case of equipment that has been misplaced or destroyed, lessees shall be required to pay the manufacturer’s list price at the time the item is replaced, and in cases of damage the cost of the repair plus 10 % to cover additional expenses shall be payable.

7. Messe Berlin accepts no liability for damage or injury resulting from force majeure or from unforeseen, temporary conditions which are outside the control of Messe Berlin, and in particular which are due to official directives, the breakdown of communications networks, strikes or lockouts.

8. The rules concerning liability also apply to the personal liability of legal representatives, staff and other persons employed to carry out work or fulfil obligations.

Water Installations

BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 4 weeks prior to the event *)

***)** For advanced construction the deadline is **1 week prior to the individual construction period.**

Orders which are placed within the last week prior to the construction period are **subject to a 20 % surcharge**.

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-00091 43**; Phone: +49(0)30/3038-1400; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Technical queries: **Halls 1 to 7, 25, 26:**
Phone: +49(0)30/3038-5751 or +49(0)177/3445495, **E-Mail:** wieneke@messe-berlin.de
Halls 8 to 24:
Phone: +49(0)30/3038-5771 or +49(0)172/3014922, **E-Mail**: wieneke@messe-berlin.de

Qty.	Order No.	Description	Price each	Price total
		Basic water connection (up to floor level) (A charge will be made for at least 1 supply pipe, 15 mm dia., and 1 drain, 50 mm dia.; excluding hired items)		
.....	82147	**Normal tap connection, 15 mm supply piping**	101.00 EUR	..... EUR
.....	82148	Supply piping, 20 mm	134.00 EUR	..... EUR
.....	82149	Supply piping, 25 mm	137.00 EUR	..... EUR
.....	82151	**Normal connection, 50 mm drainage piping**	215.00 EUR	..... EUR
.....	82152	Drainage piping, 70 mm	283.00 EUR	..... EUR
.....	82153	Drainage piping, 100 mm	325.00 EUR	..... EUR
.....	94898	**Grease separator**, 0,5 ltr/sec., complete hire charge	1.395.00 EUR	..... EUR
		Surcharge for pipe lenghts over 3 m (over floor) material, installation and dismantling		
.....	82155	Supply piping, NW 15 mm, per runn. metre	22.75 EUR	..... EUR
.....	82156	Supply piping, NW 20 mm, per runn. metre	27.50 EUR	..... EUR
.....	82159	Drainage piping, NW 50 mm, per runn. metre	21.10 EUR	..... EUR
.....	82160	Drainage piping, NW 70 mm, per runn. metre	24.00 EUR	..... EUR
.....	82163	**Basic Water Connection – Kitchenette** Kitchenette for hire please see „Installation on the Stand“ Water supply 15 mm, drainage 50 mm	387.00 EUR	..... EUR
.....	94920	**Additional water supply for dishwasher DN 15/50** including installation of dishwasher	285.00 EUR	..... EUR
		Charges for Installation/Assembly on the stand (without hire for items; items for hire see below)		
.....	82164	Single sink	91.10 EUR	..... EUR
.....	82166	Double sink	98.90 EUR	..... EUR
.....	82167	Bar counter	98.90 EUR	..... EUR
.....	82168	Water boiler	35.70 EUR	..... EUR
.....	82169	Hot water geyser	68.90 EUR	..... EUR
.....	82170	Bar counter tap	19.40 EUR	..... EUR
.....	82171	Fixed or swivel faucet	19.40 EUR	..... EUR
.....	82172	Single-hole sink battery	20,70 EUR	..... EUR
.....	82173	Coffee machine	51.00 EUR	..... EUR
.....	82174	Dishwashing machine	49.00 EUR	..... EUR
		Items for Hire (Hire charges do not include installation)		
.....	82176	Single sink, Polyethylene incl. base	38.30 EUR	..... EUR
.....	82177	Double sink, Nirosta stainless steel incl. base	68.90 EUR	..... EUR
.....	82178	Water boiler, 5 l/2 kW	46.00 EUR	..... EUR
.....	82179	Hot water geyser, 18 kW	72.00 EUR	..... EUR
.....	82180	Double or bar counter tap	18.90 EUR	..... EUR
.....	82181	Fixed or swivel faucet	7.10 EUR	..... EUR
.....	82182	Single-hole sink battery	15.10 EUR	..... EUR
.....	82183	Kitchenette incl. single sink, refrigerator, 2 hot plates and water boiler	234.00 EUR	..... EUR
.....	94919	Professional dishwasher (for installation pls. see. item 94920)	750.00 EUR	..... EUR

Independently executed assembly work within the false floor area is not permissible. Water installations can be provided on the open-air grounds but their availability is limited and they are subject to increased costs. Therefore individual arrangements must be made in each case if installations are required on the open-air grounds.

../page 2/Installation Guide Water Installation

Hall	20	Stand No	
Exhibitor			

Page 2
Installation Guide for Water Installations

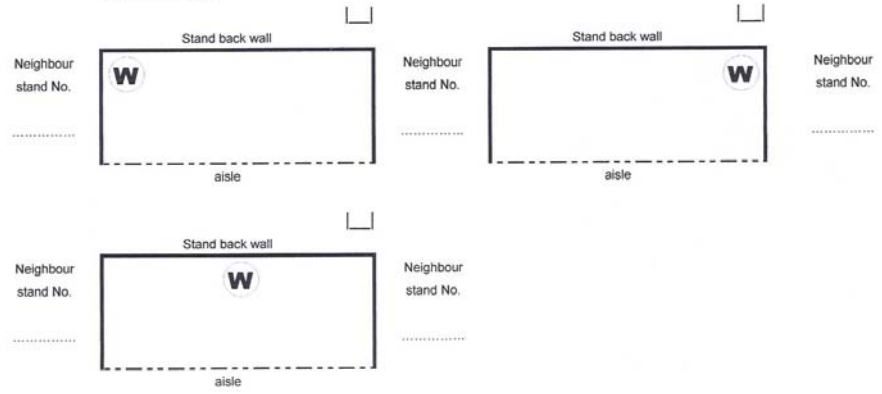
Fax: +49(0)30/3038-1460 or 3039-0009143

Please enclose a sketch for disposition of the ordered installation. Please indicate the position of your stand on the sketch (aisles, adjacent stands). The exhibitor will be charged for additional charges for necessary alterations due to missing sketches.

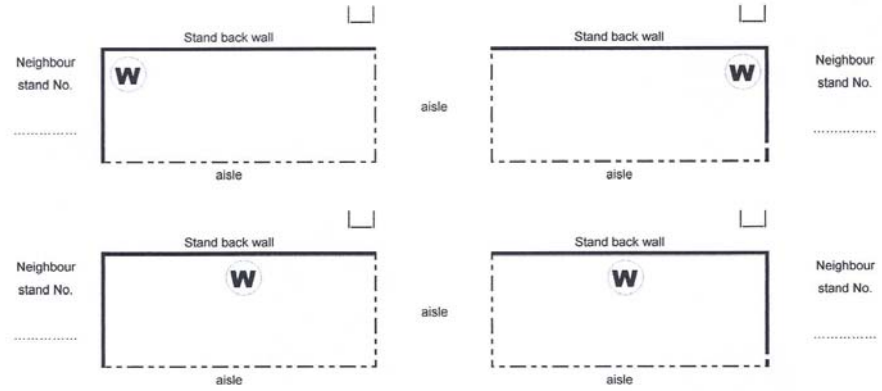
Exact details avoid the need for further enquiries, save time and trouble and ensure punctual execution.
Space for sketch for disposition of technical installations required as listed overleaf.

Standard installation for water supply and drainage

Stand in row



Corner stand



The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg g

General Guidelines for Installations
(Water, compressed air, vapour extractors, gas Installation)

All orders for assembly or hire equipment must be in writing. For installation work with proof of work the following hourly rates will be charged (plus surcharge in force of tariffs): Foreman: EUR/h 44.60, Plumber: EUR/h 40.30, Helper: EUR/h 34.00.

If an order is placed by a hirer after the application deadline of which he has been notified, the installation company provides no guarantees that delivery and assembly can be made in time or in full. If the work can still be carried out in such cases, the order is subject to a 20 % surcharge for the additional costs involved.

The entire material is hired and remains the property of the installation company. The hirer is liable for damage or loss to the items hired, including any such damage or loss due to force majeure, even if such damage or loss has been caused by third parties. Liability commences with the delivery of the items to the stand, and ceases with their collection by us, even if the exhibitor has already left the stand. In the absence of any stand personnel when delivering the ordered services, they will be considered to have correctly fullfilled when installed on the stand. The installation company is not obliged to check the credentials of the personnel on the stand when excecuting the assembly work.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complains. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful. The exhibitor will be charged with additional charges for necessary alterations due to missing sketches. The legal venue and place of jurisdiction is Berlin-Charlottenburg.

Messe Berlin GmbH, Messedamm 22, 14055 Berlin, Germany
Commercial Register: HRG Amtsgericht Charlottenburg 92 HRB 5484
Board of Management: Raimund Hosch (Chairman), Dr. Christian Göke,
VAT Id No. DE 136629714, Tax No. 27/453/04182

SolarEnergy / BioGasWorld
23.04. - 25.04.2013 in Berlin

❑ **ORDER** ❑ **INQUIRY**

shipper / exhibitor:

hall / booth :

contact on-site:
mobile – no.:

Cretschmar
MesseCargo GmbH
Sommerfelder Straße 73
D-04316 Leipzig

Telefon: + 49 / (0)341 / 52 04 30-0
Telefax: + 49 / (0)341 / 52 04 30-10
e-mail: fairs.LEJ@cretschmar.de

no. of packages	kind of packages	dimensions in cm (length x width x height)	weight in kgs (gross)	content / description

transport by: ❑ truck ❑ seafreight ❑ airfreight

ready for pick-up: _____

tail-lift required for pick-up: ❑ yes ❑ no

date of delivery to the stand: _____

Customs clearance:

temporary importation with Carnet ATA	❑ yes ➔ value: _____		❑ no
temporary importation with invoice	❑ yes ➔ value: _____		❑ no
permanent importation with invoice	❑ yes ➔ value: _____		❑ no
issuing of the export customs doc via Cretschmar	❑ yes ➔ customs no.: _____		❑ no
insurance:	❑ yes ➔ insurance value: _____		❑ no

favourite/desired services:

❑ transport to the exhibition site

❑ handling on-site
- ❑ unloading and delivery to booth
- ❑ via warehouse before the show
- ❑ forklift or crane for assembly/dismantling
- ❑ storage of empties
- ❑ storage of goods
- ❑ via warehouse after the show
- ❑ reloading after the show directly from booth

❑ transport from the exhibition site

remarks / special requirements:

Contact person	Phone	Signature	Stamp

Wir arbeiten ausschließlich auf Grundlage der Allgemeinen Deutschen Spediteurbedingungen, jeweils neueste Fassung. Diese beschränken in Ziffer 23 ADSp die gesetzliche Haftung für Güterschäden nach § 431 HGB, für Schäden im speditionellen Gewahrsam auf 5,-- Euro/kg; bei multimodalen Transporten unter Einschluss einer Seebeförderung auf 2 SZR/kg sowie darüber hinaus je Schadenfall bzw. –ereignis auf 1. Mio. bzw. 2 Mio. Euro oder 2 SZR/kg, je nachdem welcher Betrag höher ist. Ziffer 27 ADSp gilt nicht als Vereinbarung anderer Haftungshöchstbeträge im Sinne von Art. 25 Montrealer Übereinkommen.Gerichtsstand und Erfüllungsort ist ausschließlich Düsseldorf. Eingetragen beim Registergericht Düsseldorf: HRB 2736. Geschäftsführer: Kay A. Espey

Forwarding Tariff

SolarEnergy / BioGasWorld
23.04. - 25.04.2013 in Berlin

1. From free arrival Exhibition Site to free delivered onto booth

Offloading truck and delivery to booth or warehouse by forklift, for groupage-cargo, partloads and full trailer (container) loads per started 100,- kgs chargeable weight*, (minimum 400,- kgs) (provided unimpeded access to booth!)	11,50
Interim storage at warehouse – if required – starting with 1st day of official build-up, ending with last day of official dismantling / further rates upon request per started 100,- kgs chargeable weight* , (minimum 400,- kgs)	10,00
warehouse-in/out and delivery to booth, each way per started 100,- kgs chargeable weight*, (minimum 400,- kg)	15,00

Charges as per tariff item 7 may occur

2. Customs Clearance

Temporary / or final importation, transit-document incl. 1 tariff-item (each procedure)	101,00
each additional customs tariff item	11,00
Duties and Taxes	as per outlay
plus 2 % advance of funds	
Bond Fee for temporary import, from value (minimum 21,00 €)	2,00 %

3. Hire of Equipment & Labour for unpacking/re-packing, assembly/dismantling

3-to.-Forklift (m/m 1 hour)	96,00
Labour (m/m 2 hours)	38,00
all rates per commenced hour	
fuel surcharge 5%	

(25 minutes will be billed as one hour, 1 hour 15 minutes will be billed as 2hours)

Charges as per tariff-item 7 may occur

4. Storage

Removal, storage and re-delivery of empty packing material, per individual package and per started cubic meter (minimum 2 cbm)	40,50
Removal, storage and re-delivery of packages with contents, per individual package and per started cubic meter (minimum 2cbm)	57,50
loading/unloading of empty packing material, without storage through Cretschmar MesseCargo GmbH, per started cbm, each way	15,00

Charges as per tariff-item 7 may occur

Cretschmar Messe Cargo GmbH – Sommerfelder Straße 73 - D-04316 Leipzig
Tel.:+49 (0)341 520 430-13 – Fax: +49 (0)341 520 430-10 – Fairs.LEJ@cretschmar.de

BioGas World
Internationale Fachmesse für Biogastechnologien und dezentrale Energieversorgung
23. - 25. April 2013 BERLIN

BERLIN 23.–25.04.2013
SolarEnergy
Int. Fachmesse für Erneuerbare Energien und Energieeffizienztechnologien

5. Agency Fee

Service Fee	39,00

6. Return Charges

Same as Inbound (tariff item 1, 2, 3, 5, 7)

Charges as per tariff-item 7 may occur

7. Terms of payment / Additionals / Regulations

* Chargeable weight is defined as follows:
  1 cubic meter = 333,- Kilograms or actual weight/the higher revenue will apply

Regular work hours Monday – Friday 08:00-17:00 hrs

Surcharge for Overtime and Saturday Work	50 %
Surcharge for Nightshift (21:00-08:00 hrs.) and Saturday after 17.00 hrs	100 %
Surcharge for Sunday/Holiday	100 %

Overtime surcharges applicable on tariff-items 1, 3, 4, 6.

Surcharge for any orders placed less than 24hrs. in advance:	10 %

If you like us to cover insurance please provide further details.

All payments must be made without any deduction or deferment on account
of any claim, counterclaim or off-set.
Payment may be made in Cash or Major Credit card.

Inward : Payment prior to Delivery to Stand
Outward : Payment upon presentation of invoices / prior to return of exhibits to sender

All charges expressed in €uros

Cretschmar Messe Cargo GmbH – Sommerfelder Straße 73 - D-04316 Leipzig
Tel.:+49 (0)341 520 430-13 – Fax: +49 (0)341 520 430-10 – Fairs.LEJ@cretschmar.de

BioGas World
Internationale Fachmesse für Biogastechnologien und dezentrale Energieversorgung
23. - 25. April 2013 BERLIN

BERLIN 23.–25.04.2013
SolarEnergy
Int. Fachmesse für Erneuerbare Energien und Energieeffizienztechnologien

Waste Disposal
Construction and Dismantling

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order form 2013

Deadline: 2 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for disposal: **Phone**: +49(0)30/3038-4106; **Berlin ExpoCenter Airport: +49(0)30/3038-84020**

Description	Price incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
Small Containers (Collection Container 1,1 m³) Collection incl. supply					
mixed waste	86.40 EUR	.....	.....	.....	.....
paper/cardboard	35.60 EUR	.....	.....	.....	.....
DSD-Leichtverpackung (light packaging)	67.40 EUR	.....	.....	.....	.....
Foils	35.50 EUR	.....	.....	.....	.....
Waste sacks, 100 Liters each, in distinguished colours, incl. disposal					
mixed waste	8.90 EUR	.....	.....	.....	.....
paper/cardboard	3.60 EUR	.....	.....	.....	.....
glass	4.80 EUR	.....	.....	.....	.....
foils	3.60 EUR	.....	.....	.....	.....
DSD-Leichtverpackung (light packaging)	4.80 EUR	.....	.....	.....	.....

Self collection |__| yes |__| no *)

*) plus. 7.95 EUR for delivery on the stand/charge for delivery (if no date is specified, delivery will be made in the morning of the first day of the event - for which a charge will be made)

Date of delivery: ....

Containers 5,5 to 25 m³ or refuse loosely loaded Charge according to volume collected not to size of container		Constr/approx. m³	Date	Dismantl/approx. m³	Date
Mixed waste - up to 11 m³	95.50 EUR	.....	.....	.....	.....
- more than 11 m³	75.50 EUR	.....	.....	.....	.....
Paper/cardboard – up to 11 m³	30.60 EUR	.....	.....	.....	.....
Timber (treated/coated) - up to 11 m³	57.10 EUR	.....	.....	.....	.....
- more than 11 m³	48.80 EUR	.....	.....	.....	.....

We require a free non-binding consultation:

Contact: Telephone : at our stand: Date/Time

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.

|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)

|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.

Legally binding signature and company stamp

Date: ..... Name of the customer (in block letters): .....

As of: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

General notes

In accordance with Technical Guidelines, item 6.1 “Waste Management”, Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Sack or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge. Other services are also available but are not listed here (e.g. loading of bulk materials, disposal of special waste materials). Details are available on request.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority ofthe personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Waste Disposal
Duration of the Event

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order form 2013

Deadline: 2 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for disposal: **Phone**: +49(0)30/3038-4106; **Berlin ExpoCenter Airport:** +49(0)30/3038-84020

Description	wPrice incl. collection	Qty/Constr.	Date/Constr.	Qty/Dismantl.	Date/Dismantl.
Small containers (Collection incl. supply)					
1,1 m³ glass waste	65.50 EUR	.....	.....	.....	.....
1,1 m³ mixed waste	86.40 EUR	.....	.....	.....	.....
240 L mixed waste	25.70 EUR	.....	.....	.....	.....
1,1 m³ paper/cardboard	35.60 EUR	.....	.....	.....	.....
240 L paper/card board	12.45 EUR	.....	.....	.....	.....
1,1 m³ DSD light packaging	67.40 EUR	.....	.....	.....	.....
1,1 m³ foils	35.60 EUR	.....	.....	.....	.....
240 L food waste	32.70 EUR	.....	.....	.....	.....
120 L food waste	21.70 EUR	.....	.....	.....	.....
240 L biological waste	21.40 EUR	.....	.....	.....	.....
120 L biological waste	16.10 EUR	.....	.....	.....	.....
60 L waste grease	21.40 EUR	.....	.....	.....	.....

Other sizes on request
Delivery on the first day of the event, prior to the opening.

Waste sacks 100 Ltr. In distinguishing colours	Price incl. disposal				
mixed waste	8.90 EUR	.....	.....	.....	.....
paper/cardboard	3.60 EUR	.....	.....	.....	.....
glass	4.80 EUR	.....	.....	.....	.....
foils	3.60 EUR	.....	.....	.....	.....
DSD light packaging (plastic packaging, metal)	4.80 EUR	.....	.....	.....	.....

Self collection |__| yes |__| no *)

Date of delivery _____

*) plus 795 EUR for delivery on the stand/charge for delivery (if no date is specified, delivery will be made in the morning of the first day of the event for which a charge will be made)

Filled sacks should be sealed and placed in front of the stand each day after closing time.

We require a free non-binding consultation:

Contact: Telephone : at our stand: Date/Time

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for you company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp
Date:	Name of the customer (in block letters):		.....

As of: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

General notes

In accordance with Technical Guidelines, item 6.1 “Waste Management”, Messe Berlin GmbH or its appointed contractors bear sole responsibility for waste disposal.

Sack or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge. Other services are also available but are not listed here (e.g. loading of bulk materials, disposal of special waste materials). Details are available on request.

If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority ofthe personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

Declaration of Waste Disposal

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Registration 2013

Deadline: 2 weeks prior to the event

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone.:** +49(0)30/3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for disposal: **Phone**: +49(0)30/3038-4106; **Berlin ExpoCenter Airport: +49(0)30/3038-84020**

Waste materials which have not been registered and/or are not placed in the appropriate containers but left in the halls can be subject to a higher charge of **115.00 EUR/m^3** for waste disposal. Hazardous waste materials should not be included in the normal waste. Manufacturing waste that has been mixed, for example, with oil or emulsions shall be considered as special waste material.

Our stand is a:

|__| System stand/re-usable stand |__| Disposable stand

with
|__| disposable carpeting |__| re-usable carpeting

|__| **We have appointed the following company to construct our stand:**

Company: ……..

Address: ……

Telephone: …… Fax: ……..

|__| **We have appointed the following company to fit our carpet:**

Company: ……..

Address: ……

Telephone: …… Fax: ……..

Waste disposal for our stand (Please mark where applicable)**:**

|__| We place an order with Messe Berlin or the responsible recycling company for disposal of waste (Order form).

|__| We will be removing re-usable materials ourselves
Please note: According to the German Recycling Law, you are not allowed to take non-recyclable materials off the Exhibition Grounds yourself.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp
.....	.....	.....

As of: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

Event:

Staff Placement:
Construction/Dismantling/Stand Assistants

Vermittlungsauftrag für Arbeitskräfte – kostenlos / *Staff placement order – free of charge*

Auftraggeber / *Employer*

Name/Firma
Name/Company

Strasse/Hausnummer
Street/Number

Bundesagentur für Arbeit

Telefon/Telefax
Phone/Fax

PLZ/Ort
Town and postal code

Halle
Hall

Stand-Nr.
Stand number

Rückfragen an
Contact

E-Mail

Agentur für Arbeit Berlin Nord
Job-Vermittlung
(especially for exhibitions, conferences and trade fairs)
Streitstrasse 6-7, 13587 Berlin, Germany
Phone: +49(0)30/555572-1204
Fax: +49(0)30/555572-1999
Internet: http://www.arbeitsagentur.de
E-Mail: Spandau.Jobvermittlung@arbeitsagentur.de

During the fairs:
Branch office Exhibition Grounds Hall 13:
Contact upon agreement by telephone
Fair Hotline: +49(0)30-3038-5730

Berlin ExpoCenter Airport:
Contact upon agreement by telephone
Phone: +49(0)30/555572-1204

Stellenbeschreibung / ***Job description***

Art *Type*	Anzahl *Number*	Tages-/Stunden-honorar netto *Daily or hourly rate*	Sprachkenntnisse *Languages required*	Beschäftigungsdauer von … bis *Occupation time from ... until*	Arbeitszeit von … bis *Working time from …until*
Hilfen zum Standauf-bau und –abbau *Assistants (labour) for stand constructions and dismantling* (ca. 8-11 EURh)					
Hostessen/Standhilfen *Receptionists/Stand assistants* (ca. 11-15 EUR/h)					
Verkäufer/-innen *Sales persons* (ca. 8-11 EUR/h)					
Sonstige Berufe - bitte erläutern - Other occupations - please specify -					

Stand: Juli 2011 / Änderungen vorbehalten
As of: July 2011 / Subject to alteration

PS: Die Stundenlöhne sind nur Richtlinien und beziehen sich auf ganztägige Einsätze
The hourly rates are guidelines and relate to fulltime jobs.

Bitte beachten Sie, dass es sich um Nettostundensätze handelt und der Auftraggeber für die Entrichtung der Steuer- und Sozialabgaben verpflichtet ist.
Please note: The mentioned hourly rates are net and the customer is responsible to register and pay the tax and social insurance contributions.

Datum, Unterschrift und Firmenstempel
Date, Signature and company stamp

Security Cover

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order form 2013

Deadline: 2 weeks prior to the event

Services, which are ordered less than 2 weeks prior to the fair, are subject to an allover **surcharge of 25 %.**

Customer Service: **Fax: +49(0)30/3038-1460** or 3039-0009143**; Phone:** +49(0)30-3038-1400**; E-Mail:** fair-service@messe-berlin.de
Mailing address: Messe Berlin GmbH, c/o MB Capital Services GmbH, Thüringer Allee 12/12A, 14052 Berlin, Germany
Queries for security: **Phone**: +49(0)30/3038-4082; **Berlin ExpoCenter Airport** : +49(0)30/3038-84075

According to the Technical Guidelines, item 2.5 „Security Cover", security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

No. of pers. — Price/hour

1. Personnel to provide stand security cover — 18.50 EUR

..... Dates (from - to): …….. daily (h, from - to): ……..

..... Dates (from - to): …….. daily (h, from - to): ……..

..... Dates (from - to): …….. daily (h, from - to): ……..

..... Dates (from - to): …….. daily (h, from - to): ……..

End of security cover on: …… at / hour: ……

1a. Staff for evening events

..... Dates (from - to): …….. daily (h, from - to): …….. 22.50 EUR

|__| Supervisors required / as per agreement

No. of pers **2. Special staff for events on the stand** (pls. see registration "Shows and Events") — Price
(e.g. multi-lingual) — as per offer

..... Dates (from - to): daily (h, from - to):

|__| **Additional services upon request** — Price
(e.g. body guard, stage guard, security technology) — as per offer

We require personal contact:

Name:…… Telephone:……

We can offer other technical solutions for security or a comprehensive security analysis for the stand.

Minimum period for which these services will be provided is 4 hours. In addition will be charged 100 % surcharge for official holidays.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

|__| **We are the exhibitor**. These services will be charged within the final invoice of Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation is available)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.	Legally binding signature and company stamp
Date: ……	Name of the customer (in block letters): ……		……

As of: July 2012//Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Guidelines for Security Cover

All orders must be placed in writing and should be sent either to
Messe Berlin GmbH, Exhibitor Service, Messedamm 22, 14055 Berlin/Germany or
MB Capital Services GmbH, Thüringer Allee 12/12 A, D-14052 Berlin
Fax: +49(0)30/3038-1460
e-mail: fair-service@messe-berlin.de
(postal address of order forms in the Exhibitor Service Manual).

§ 1 General details
The contractor's services and offers are provided solely on the basis of the following contractual conditions.
Additions, supplements and amendments to these contractual conditions, or deviations from them, shall only be effective if confirmed in writing by both contracting parties.

§ 2 Subject of the Agreement
By means of this agreement the client entrusts the contractor with the security of the aforementioned property.
The contractor shall appoint a project manager, who shall be responsible for the technical and organisational implementation of this agreement, and shall be in authority over his/her employees.

The contractor shall draw up the instructions required for the fulfilment of the services.
During the performance period the client or his representative shall be granted access to the places of employment.
On request the contractor shall supply the client with all necessary information about the properties and, if required, shall provide him with all available documents.

§ 3 Terms of Payment
Invoices shall be submitted after the performance of the services. Payment becomes due immediately.
Only bills and cheques will be accepted as payment. They are not to be considered as a cash payment. Their acceptance does not imply any guarantee with regard to punctual and correct submission or protests. The client shall bear all costs and charges, and discount charges in particular.
A set-off or assertion of a claim to withhold payment of the client's claim is only possible if the client's claim is uncontested, or has been recognised by declaratory judgement.

§ 4 Objections
If no personnel are present on the stand when delivery is made, the services shall be considered to have been duly provided upon fulfilment of the services or delivery of the hired equipment to the stand.

The service provider/lessor is not required to check the authority of the personnel encountered on the stand when the services are provided or when hired goods are delivered.

Any complaints regarding the fulfilment of the services ordered should be made to Messe Berlin on the same day, in writing. Complaints made at a later date will be excluded. An obligation exists to rectify justifiable complaints. Cancellation of the contract or a reduction in the remuneration are only possible if the rectification of the complaint is unsuccessful.

§ 5 Liability
The contractor is answerable for any damage or consequential damage caused by a defect resulting from unauthorised actions, negligence in making the contract, infringement of contractual or statutory collateral duties, the impossibility of performing the services, or delay, provided that such damage has been caused by deli berate or gross negligence on the part of his legal representative or employees.

The client's claims for liability fall under the statute of limitations after 6 months from the time that the respective services are completed.

The contractor shall take out liability insurance for the following amounts:
A lump sum of 1,000,000.00 EUR for personal injury, damage to property and financial damage
10,000.00 EUR to cover the loss of guarded items.
In each case of damage or injury the amount of liability is limited to the sums given above.

§ 6 Law, Place of Jurisdiction
The law of the Federal Republic of Germany shall apply to the terms of this agreement and to the entire legal relationship between the client and the contractor.

Berlin shall be the place of jurisdiction for any legal disputes arising out of this agreement.

Photographic Service

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Construction + Service: **Fax: +49(0)30/3067-2018**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/8826488**; mobil:** +49(0)171/5183045**; Homepage:** www.nieswand-pletschke.com

Qty.	Description	Price each	Price total
	Photographs of the Stand		
.....	**Digital photographs** with optimum of lighting incl. Digital imaging (during night, with complete lighting of stand)	85.00 EUR	..... EUR
.....	**Group photo of the stand-team**	85.00 EUR	..... EUR
.....	**Panoramaphoto**	180.00 EUR	..... EUR
.....	**Virtual panoramic niew, 360 °**	280.00 EUR	..... EUR
.....	**Multimedia show (DVD) (**text, logos, music, label)	from 380.00 EUR	..... EUR
.....	**Documentation during the opening hours of the fair** incl. digital imaging Documentation of stand (up to 25 perspectives), colour	185.00 EUR	..... EUR
	Miscellaneous		
.....	Other copies of CD with label	9.00 EUR	..... EUR
.....	Additional colour print 18/24 cm	18.00 EUR	..... EUR
.....	Additional colour print 13/18 cm	14.00 EUR	..... EUR
	Discount for larger quantities available on request		

For more information please contact
Mr. Ms.: .....
Telephone/Fax: .....

The mentioned prices are subject to statutory value-added tax.
If no other arrangements has been made with the client, the photographs will be delivered to the stand within 48 hours. Payment shall be made in cash when the photographs are handed over, or on submission of invoice without deduction, at the latest.

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Company name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date:	Name of the customer (in block letters):	Legally binding signature and company stamp:
.....	.....	.....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

STAND CLEANING

Event Date	BioGasWorld / SolarEnergy 23. - 25. April 2013		
Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

I order the following stand cleaning:

☐ **Basic cleaning before the start**, **22.04.2013** (after construction)
(Preis pro sqm = 4,40 EUR)

☐ **stand cleaning on evening, 23.04.2013**
(price per sqm = 2,50 EUR)

☐ **stand cleaning on evening, 24.04.2013**
(price per sqm = 2,50 EUR)

All prices are to be plus VAT (sales tax).

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

Hostesses and Hosts

Event: BioGasWorld / SolarEnergy
23. - 25. April 2013

Hall:	20	Stand No.:	
Exhibitor:			

Order Form 2013

Deadline: 2 weeks prior to the event

Hosts/Hostesses: **Fax: +49(0)30/3038-1440**
Mailing address: MB Capital Services GmbH, Hostessen, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3038-1435**; E-Mail:** hostessen@mb-capital-services.de

Orders which are placed within the last 7 days prior to the event are **subject to a 20 % surcharge** on the mentioned prices. According to the general terms of business, for withdrawal within the last 3 days prior to the event, there will be invoiced 50 % of the original order volume.

Qty.	Description		Price each day	Price total
	|__| female |__| male Employment period: date: ..... time: from : ..... to:			
	Host/Hostess As stand assistant, or for information and counter services; with the languages:			
.....	German and English rate for each additional hour	..... days at fair *) at	180.00 EUR 22.00 EUR	..... EUR
.....	German, English and 1 other European language (incl. Russian) rate for each additional hour	..... days at fair *) at	200.00 EUR 24.00 EUR	..... EUR
.....	German, English and 2 other European languages (incl. Russian) rate for each additional hour	..... days at fair *) at	230.00 EUR 28.00 EUR	..... EUR
.....	German, 1 European and 1 other special language rate for each additional hour	..... days at fair *) at	250.00 EUR 22.00 EUR	..... EUR
.....	Personnel supervisor rate for each additional hour	..... days at fair *) at	240.00 EUR 28.00 EUR	..... EUR

Our staff wears business attire.
Would you prefer the suite colour to reflect you corporate identity or do you wish to supply an outfit for the promotion?
Do you wish to brief your stand personnel on the day preceding the fair?
Do you have any other requirements?

Please talk to us – we look forward to hearing from you. We can also call you back.

|__| Please call back: Mr./Ms. ..... Telephone: .....

*) A day at the fair consists of 9 working hours incl. the statutory breaks. The minimum number of hours worked per day is 4 hours and will be invoiced at 50 % of the full daily rate. The CSG TEAM GmbH reserves the right to invoice exhibitors directly via contractual partners for the services of hostesses and stand personnel.

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: VAT Reg. No.:

Contact for queries: Phone: Telefax :

E-Mail: Purchase number for the invoice:

Date: Name of the customer (in block letters): Legally binding signature and company stamp:

....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Terms of Business of CSG Team GmbH

as per: 01.01.2012

As a result of an official notification issued by the State Employment office Berlin-Brandenburg on December 30, 2004, CSG Team GmbH, Thüringer Allee 12/12A, 14052 Berlin (referred to hereinafter as the Hiring Agent) has been granted approval to hire out staff as temporary workers for profit.

1. Scope of these terms

1.1 The following terms form part of all, including future, offers, confirmations of orders and contracts pertaining to the hiring out of staff as temporary workers.

1.2 Any divergent agreements and ancillary agreements are only valid if made in writing and signed by both the Hiring Agent and the Hirer. This also applies to any amendments to the clause requiring the written form.

2. Offer/Conclusion of the Contract

2.1 The Hiring Agent´s offers shall take the form of an invitation to submit an offer on the basis of these present terms of business.

2.2 Agreements must be in writing and only become binding upon the Hiring Agent when the latter has received a contract document signed by the Hirer.

3. Withdrawal from the contract/Release from performance obligations

3.1 The Hiring Agent may withdraw from the contract either partially or fully if and in as much as the hire of staff is continuously or temporarily impeded by exceptional circumstances. In particular such exceptional circumstances may include labour disputes, public service measures etc. No rights of withdrawal exist if the Hiring Agent is itself responsible for these exceptional circumstances.

3.2 If the Hirer gives notice in writing of his intention to withdraw from the contract within a period of 2 weeks prior to the commencement of the hire of temporary staff, the Hiring Agent reserves the right to invoice the Hirer for 10 % of the original value of the order. If the Hirer gives notice in writing of his intention to withdraw from the contract within a period of 3 days prior to the commencement of the hire of temporary staff, the Hiring Agent reserves the right to invoice the Hirer for 50 % of the original value of the order. The determining factor shall be the time at which the Hiring Agent receives the notice of withdrawal. The Hirer retains the right to provide proof that no loss has been incurred, or that the loss was less than the amount stated. The Hiring Agent may assert claims for increased losses.

4. Employment relations

4.1 The Hiring Agent is the employer of the temporary staff in accordance with the law pertaining to the hiring out of temporary staff – Arbeitnehmerüberlassungsgesetz (AÜG).

4.2 During the period of employment the temporary staff shall be subject to the instructions of the Hirer. The Hirer may only allocate such tasks to the temporary staff as come within the scope of the contractually agreed activities. In particular the Hirer is prohibited from instructing a member of the temporary staff to handle or collect money or other forms of payment without the express written approval of the Hiring Agent.

5. Remuneration

5.1 If no other agreement has been expressly made, the stated rates shall apply subject to confirmation and without surcharges.

5.2 If the Hirer places an order after the expiry of the deadline for applications, of which he has been notified (generally 2 weeks prior to the start of the event), the Hiring Agent cannot guarantee prompt or complete fullfilment of the ordered staff.

5.3 If acquisition within the stipulated deadline is possible, the additional costs incurred by the delayed order will be charged to the Hirer in the form of a 20 % surcharge on the original ordered total amount.

6. Payment

6.1 The total amount for the agreed personnel placement (generally for 9 hours per day) plus statutory value-added tax is payable prior the start of the event without any deduction, at the latest upon receipt of invoice.

6.2 If no other arrangements have been made, for overtime assignment which occurs during the event accounts shall be submitted at the end of the event. Accounts shall be based on the record of the time worked by the temporary hired employee, signed by the Hirer.

7. Warranty/Liability

7.1. The Hiring Agent shall be liable in accordance with statutory regulations for damages incurred through loss of life, physical injury or impairment of health. The same applies to liability due to a lack of warranted characteristics and to liability in accordance with the Product Liability Law.

7.2. The Hiring Agent is liable in full for damage or injury resulting from his own intentional or grossly negligent actions or those of his statutory representatives or managerial employees.

7.3. On the merits of the case, the Hiring Agent is liable for damage or injury resulting from the gross negligence of its regular employees. The amount of the liability shall be limited to such damage or injury that could typically be expected to occur under contracts of this type.

7.4 In all other respects the liability of the Hiring Agent is excluded. In particular the Hiring Agent shall not be liable for the execution of the work by the temporary hired employee or for damage or injury caused by the latter in the performance of his work. The Hirer is obliged to exempt the Hiring Agent from all claims by third parties in connection with the execution and performance of the work assigned to the assigned employees.

8. Legal venue and applicable law

If the Hirer is defined as a merchant (Kaufmann), the sole legal venue for all disputes in connection with this present contract shall be the Hiring Agent´s domicile. This shall also apply in all matters pertaining to bills of exchange, to actions concerning the payment of cheques and summary procedures. The law of the Federal Republic of Germany shall apply.

9. Partial invalidity

If any part of these provisions is or becomes invalid, the validity of the remaining points shall remain unaffected. An invalid provision should be replaced by one that most accurately fulfils the purpose of the invalid provision.

STAND CONSTRUCTION

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

We order:
(please mark)

	Piece	unit price	total price
☐	_____ current meter wall, Price per meter	€ **54, -**	_____ **€**
☐	_____ coat rack, Price (Only in connection with wall construction)	**€ 10, -**	_____ **€**
☐	_____ Halogenspotlights for walls	**€ 25, -**	_____ **€**
☐	_____ piece lockable cabin, Price	€ **250, -**	_____ **€**
☐	_____ m² carpet laid, Price per m² colors: ☐ blue, ☐ grey	€ **10, -**	_____ **€**

All prices are to be understood plus vat (sales tax).

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

EXHIBITION STAND (CONSTRUCTION)

Event Date	
Hall:	Stand No.:
Exhibitor:	

Announcement 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

Exhibition construction times: 21.04.2013 from 7:00 h to 22:00 h
22.04.2013 from 7:00 h to 17:30 h

Early construction possible by previous arrangement!

Our exhibition stand will be expected to built:

□ Sunday, 21.04.2013 from _____h

□ Monday, 22.04.2013 from _____h

Contact for the construction is:

Mr / Ms: _____

Mobile phone**:** _____

Company Name: _____

Street: _____

Zip code/ City: _____

For queries

Point of contact: _____ Phone: _____

_____
Date, Sign

EXHIBITION STAND (DISMANTLING)

Event **Date**	
Hall:	Stand No.:
Exhibitor:	

Announcement 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone: +49 (0)5121/20626-0**

Exhibition dismantling times: 25.04.2013, from 18:00 h to 23:00 h
26.04.2013, from 07:00 h to 14:00 h

Our exhibition stand will be expected to built:

☐ Thursday, 25.04.2013 after the exhibition closes

☐ Friday, 26.04.2013 from _____h

Contact for the construction is:

Mr / Ms: _____

Mobile phone**:** _____

Company Name: _____

Street: _____

Zip code/ City: _____

For queries

Point of contact: _____ Phone: _____

_____
Date, Sign

FURNITURE RENTAL

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

We order:
(please mark)

All prices are subject to 19% VAT

	Piece	Unit price	total price
☐	_____ chair upholstered	**22,-- €**	_____**€**

☐	_____ chair aluminum	**22,-- €**	_____**€**

☐	_____ barstool	**38,-- €**	_____**€**

☐	_____ bistro table, 74 cm high, 60 cm table top	**25,-- €**	_____**€**

FURNITURE RENTAL

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

We order:
(please mark)

All prices are subject to 19% VAT

	Piece	Unit price	total price
☐	_____ high table, 100 cm high, 60 cm table top	**33,-- €**	_____**€**

☐	_____table rectangular, 80 cm high, 80x80 cm table top	**45,-- €**	_____**€**
☐	_____table rectangular, 80 cm high,120x80 cm table top	**55,-- €**	_____**€**

☐	_____ info-Counter, 104 cm high, 90 cm wide, 45 cm deep, lockable	**83,-- €**	_____**€**

FURNITURE RENTAL

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

We order:
(please mark)

All prices are subject to 19% VAT

	Piece	Unit price	total price
☐	_____ free standing shelf	**37,-- €**	_____**€**

☐	_____ cocktail chairs	**49,-- €**	_____**€**
☐	_____ glass table	**45,-- €**	_____**€**

☐	_____ standing brochure rack	**46,-- €**	_____**€**

FURNITURE RENTAL

Event Date	
Hall:	Stand No.:
Exhibitor:	

Order Form 2013

Costumer Service: **Fax: +49 (0)5121/20626-26** **E-Mail: service@messen-profair.de**
Address: PROFAIR Consult + Project GmbH, Porschestraße 13, 31135 Hildesheim, Germany
For queries: **Phone:** +49 (0)5121/20626-0

We order:
(please mark)

All prices are subject to 19% VAT

	Piece	Unit price	total price
☐	_____ sink with hot water unit	**54,-- €**	_____**€**
☐	_____ refrigerator	**55,-- €**	_____**€**
☐	_____ trash	**9,-- €**	_____**€**

Further requests:_____

_____

_____

_____

Billing Address:

Company Name: _____

Street: _____

Zip code/ City: _____

Point of contact: _____ Phone: _____

_____
Date, Sign

Event:

BioGasWorld / SolarEnergy
23. - 25. April 2013

Business Center on the Exhibition Grounds

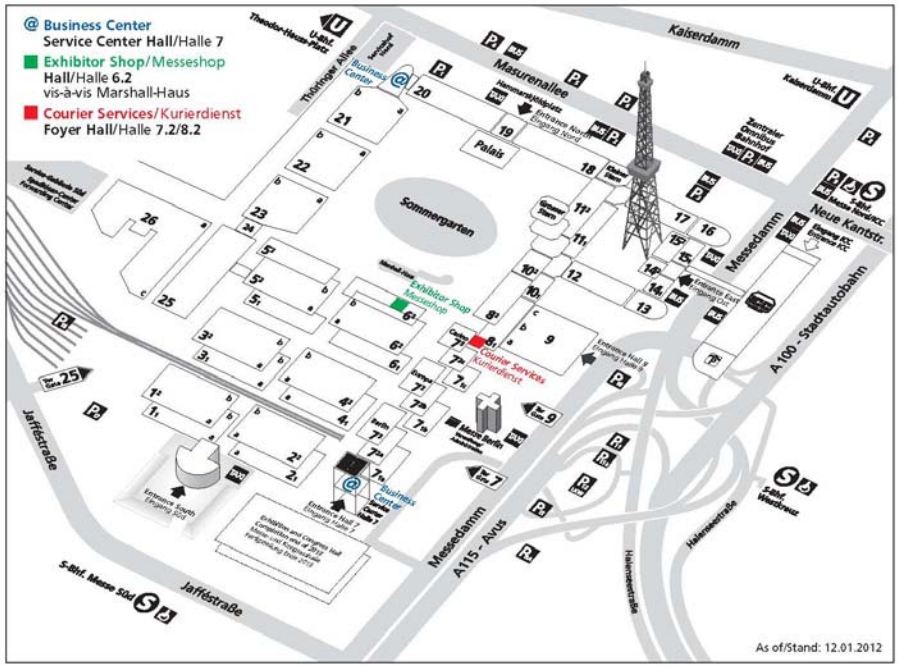
Office Service: **Fax:** +49(0)30/3038-4136
For queries: **Phone:**+49(0)30/3038-4128/-4123; **E-Mail:** business-center@messe-berlin.de
Offices: Hall 7, Service Center, 2nd floor
Entrance Hall 20/21
ICC Berlin (optional)

Opening hours: daily: according to opening hours of the fair
The opening hours will be communicated in the exhibitors' information prior to the fair.

Price list
(payment in cash only) – As of July 2011

Photcopies			
DIN A 4	01-49 Copies	each	0,25 EUR
	50-250 Copies	each	0,20 EUR
	more than 250 Copies	each	0,15 EUR
DIN A 4 colour	01-49 Copies	each	1,00 EUR
	50-99 Copies	each	0,90 EUR
	100-499 Copies	each	0,80 EUR
DIN A 3	01-49 Copies	each	0,30 EUR
	50-250 Copies	each	0,25 EUR
	more than 250 Copies	each	0,20 EUR
Telephone calls			
Charge per unit			0,30 EUR
Prepaid telephone cards		each	5,00/10,00 EUR
SIM cards		each	19,95 EUR
Telefax			
Sending a fax		p/page	1,30 EUR
Receiving a fax		p/page	0,70 EUR
E-Mail/Internet			
per 15 minutes			3,00 EUR
Laptop			
per 15 minutes			3,00 EUR
Use of PC/Scanner/CD Burner			
per 15 minutes			3,00 EUR
Printing DIN A 4			
Black and white		each	0,50 EUR
Colour		each	1,00 EUR
Business cards		20 copies	15,00 EUR
		50 copies	30,00 EUR
		100 copies	50,00 EUR
For sale			
Compact disk recordable		each	1,80 EUR
Compact disk rewritable		each	3,20 EUR
DVD rewritable		each	3,20 EUR
Typing Service (German, English)			
Other languages on request	p/ page DIN A4		8,00 EUR

All prices are **inclusive** the statutory value-added tax



Desktop Copiers, Office Equipment

Veranstaltung:	BioGasWorld / SolarEnergy 23. - 25. April 2013
Halle:	20
Stand-Nr.:	
Aussteller:	

Order Form 2013

Deadline: 2 weeks prior to the event

Construction + Service: **Fax: +49(0)30/3067-2018**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3067-2015**; E-Mail:** info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
…….	530401	**Small copier, A 4** 12 copies per minute (incl. 500 sheets white A4 paper)	200.00 EUR	..... EUR
…….	530410	**Desktop copier, colour, A4** 18 copies per minute incl. 500 copies black free of charge, from 501 copies there will be a surcharge of 0.04 EUR each Incl. 500 copies colour free of charge; from501 copies there will be a surcharge of 0.10 EUR each	430.00 EUR	..... EUR
…….	530404	**Large desktop copier with sorter and ADF, A3/A4,** 28 copies per minute (incl. duplex feature) incl. 1 000 copies free of charge, from 1 001 copies there will be a surcharge of 0.04 EUR each with proof of copies required	460.00 EUR	..... EUR
…….	530411	**Large desktop copier with sorter and ADF, colour, A3/A4** 25 copies per minute incl. 1 000 copies black free of charge, from 1 001 copies there will be a surcharge of 0.04 EUR each Incl. 1 000 copies colour free of charge; from 1 001 copies there will be a surcharge of 0.10 EUR each with proof of copies required	750.00 EUR	..... EUR
	530405	**Large desktop copier with sorter, ADF, duplex and stapling feature** approx. 55 copies per minute incl. 5 000 copies black free of charge; from 5 001 copies on there will a surcharge of 0.04 EUR each – with proof of copies required.	750.00 EUR	..... EUR

Office supplies (e.g. paper toner) on request

Further office equipment on request

Preferred date of execution: .....
(only binding upon written confirmation)

The mentioned prices are subject to a premium equivalent of 5 % for hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Please note: Please clarify the inernal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.
Date:	Name of the customer (in block letters):	Legally binding signature and company stamp .....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

As of: January 1, 2010

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire" is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringer Allee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Manfred Gleich, Wilfried Wartenberg
VAT-Id No. DE 191413151, Tax No. 27/453 / 04182

PC, Notebook, EDP Equipment

Veranstaltung:	BioGasWorld / SolarEnergy 23. - 25. April 2013
Halle:	20
Stand-Nr.:	
Aussteller:	

Order Form 2013

Deadline: 2 weeks prior to the event

Construction + Service: **Fax: +49(0)30/3067-2018**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3067-2015**; E-Mail:** info@mb-capital-services.de

Rental period from: ..... to: .....

Date of installation: .....

Qty.	Order No.	Description	Price each	Price total
		PC and Notebook for hire		
		Standard operation system: WIN-XP (other configuration on request)		
.....	801013	Windows PC (DVD-ROM), min. 2,4 GHz, 17 " TFT	340.00 EUR	..... EUR
.....	801022	Windows Notebook (DVD-ROM), min. 2,4 GHz, 15" TFT	280.00 EUR	..... EUR
.....	4020	Presentaton Tower (data), touchscreen, 17", PC with DVD drive	690.00 EUR	..... EUR
		EDP Equipment (other equipment on request)		
.....	802021	TFT monitor (table stand), 17"	120.00 EUR	..... EUR
.....	802022	TFT monitor (table stand), 19/20"	125.00 EUR	..... EUR
.....	802041	Laser printer, b/w, 12 page/min. (network capable)	210.00 EUR	..... EUR
.....	802042	Toner cartridge	75.00 EUR	..... EUR
.....	802050	Colour laser printer, 600/1 200 dpi, 6 page/min..	170.00 EUR	..... EUR
		Netzwork card, 25 prints/day included, surcharge for additional prints 1.00 EUR/each		
		Network facilities		
.....	803010	Hub up to 4 Port	55.00 EUR	..... EUR
.....	803011	Hub up to 8 Port	55.00 EUR	..... EUR
.....	803020	Switch up to 4 Port	77.00 EUR	..... EUR
.....	803021	Switch up to Port	77.00 EUR	..... EUR
.....	803030	Router up to 4 Port *)	120.00 EUR	..... EUR
.....	803031	Router up to 8 Port *)	120.00 EUR	..... EUR
.....	803040	VGA distribution 1 to 4	150.00 EUR	..... EUR
.....	803041	VGA distribution 1 to 8	170.00 EUR	..... EUR

*) Router for Internet networks – pls. see order form Internet access

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.
Date:	Name of the customer (in block letters):	Legally binding signature and company stamp .....

As of: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

As of: January 1, 2010

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire" is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringer Allee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Manfred Gleich, Wilfried Wartenberg
VAT-Id No. DE 191413151, Tax No. 27/453 / 04182

Plants and Flower Decoration for Hire

Veranstaltung:	BioGasWorld / SolarEnergy 23. - 25. April 2013
Halle:	20
Stand-Nr.:	
Aussteller:	

Order Form 2013

Deadline: 2 weeks prior to the event

Construction + Service: **Fax: +49(0)30/3067-2018**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3067-2015**; E-Mail:** info@mb-capital-services.de

Qty.	Order No.	Description	Price each	Price total
		Bowls for hire with green and mixed flowers		
.....	560201	Bowl on floor, Ø approx. 50 cm with green plant, height 150 cm with additional plants	61.00 EUR	..... EUR
.....	560300	Container, approx.15 cm wide, with green plants and mixed flowers	39.50 EUR	..... EUR
.....		**Green plants for hire with decorative bowl - standard** (plastic white or terra-cotta colour; pottery on request)		
.....	560401	Ficus Benjamini, approx. 150 cm h, bowl |__| white |__| terra-cotta	38.50 EUR	..... EUR
.....	560402	Ficus Benjamini, approx. 180 cm h, bowl |__| white |__| terra-cotta	48.50 EUR	..... EUR
.....	560408	Ficus Benjamini, approx. 200 cm h, bowl |__| white |__| terra-cotta	64.00 EUR	..... EUR
.....	560403	Ficus Benjamini, approx. 250 cm h, bowl |__| white |__| terra-cotta	84.50 EUR	..... EUR
.....	560404	Kentia Palm/Arecca, approx. 150 cm h, bowl |__| white |__| terra-cotta	43.50 EUR	..... EUR
.....	560405	Kentia Palm/Arecca, approx. 180 cm h, bowl |__| white |__| terra-cotta	54.00 EUR	..... EUR
.....	560407	Kentia Palm/Arecca, approx. 200 cm h, bowl |__| white |__| terra-cotta	69.00 EUR	..... EUR
.....	560406	Kentia Palm/Arecca, approx. 250 cm h, bowl |__| white |__| terra-cotta	99.50 EUR	..... EUR
.....	560060	Ferns Ø approx. 50 cm	28.00 EUR	..... EUR
.....	560070	Laurel tree pyramid, height 180 cm, bowl |__| white |__| terra-cotta	55.00 EUR	..... EUR
.....	560071	Laurel tree globe, height 160 cm, bowl |__| white |__| terra-cotta	55.00 EUR	..... EUR
.....	560072	Laurel tree globe, height 180 cm, bowl |__| white |__| terra-cotta	75.00 EUR	..... EUR

We would be please to offer seasonal plants and flowers according to your individual requirements.

Bunches of flowers for special purposes upon request..

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions. Order on site will only be accepted under reserve (pls see item 5 of General Terms of Hire).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

|__| **We are the exhibitor**. The equipment for hire is an additional order to our fair package with Messe Berlin GmbH.	|__| We are **only ordering by order** of the exhibitor. (a written confirmation of cost transfer is enclosed)	|__| **We are not the exhibitor**. Services have to be charged to our own address as mentioned above.
Date:	Name of the customer (in block letters):	Legally binding signature and company stamp .....

As of: July 2012/Subject to alteration/Legal venue and place of jurisdiction is Berlin-Charlottenburg

General hints for plants and floral decorations

All orders must be placed in writing and should be sent either to
Messe Berlin GmbH, Exhibitor Service, Messedamm 22, 14055 Berlin, Germany or
MB Capital Services GmbH, Thüringer Allee 12/12 A, 14052 Berlin, Germany
Fax: +49(0)30/3067-2018/58
e-mail: info@mb-capital-services.de
(Postal address of order forms in the Exhibitor Service Manual).

1. The charges indicated on the order form are subject to statutory value-added tax.

2. The lessor agrees to supply the goods at a suitable date and time but does not imply that the client is entitled to assert legal claims on the basis of such an undertaking. Orders should therefore be made at the earliest possible time prior to the start of the event and if necessary a suitable time and date for delivery should be arranged with the client.

3. The client is required to ensure that the items hired are maintained correctly from the moment that they are supplied by the lessor to the time at which they are returned. The client undertakes to ensure that the plants are properly cared for throughout the period of hire.

4. The client agrees to notify immediately if he intends to vacate his stand before the end of event.

5. Invoices will be submitted when the items are delivered. The sum invoiced is payable immediately and without deductions and a receipt will be issued. No other arrangement is permitted unless prior agreement has been reached when placing the order. The items remain the property of the lessor until payment has been made in full.

6. Additional agreements are only valid if made in writing. Place of jurisdiction and delivery is Berlin.

Dekorationen mit Pflanzen und Blumen
Decorations with Plants and Flowers

Beispiele für Tisch- oder Tresendekorationen
Illustrations of floral table or counter decorations

auf Anfrage / on request

10,50 EUR / 10.50 €

12,50 EUR / 12.50 €

60,00 EUR / 60.00 €

55,00 EUR / 55.00 €

65,00 EUR / 65.00 €

Gern unterbreiten wir Ihnen Dekorationsangebote nach Ihren individuellen Wünschen.

We are pleased to offer flower arrangements according to your individual requirements.

MB Capital Services GmbH

Tel./Phone: +49(0)30/3021112 oder/or 8111051 oder/or 3067-2015
Fax: +49(0)30/8115140 oder/or .3067-2058

e-mail: info@blumen-ruehl.de oder/or info@mb-capital-services.de

Grünpflanzen / Green Plants

Anz/Qty **Thuja, 150 – 250 cm**
Thuja, 150 – 250 cm
……- auf Anfrage / on request

Anz/Qty **Ficus Benjamini, grün, 150 – 250 cm**
Ficus Benjamini, green, 150 – 250 cm
..... s. Bestellschein / see order form

Anz/Qty **Yucca-Palme, ca. 160 cm**
Yucca palm, approx. 160 cm
..... Auf Anfrage / on request

Anz/Qty **Lorbeerpyrmide, ca. 180 cm**
Lauren pyramid, approx. 180 cm
..... s. Bestellschein / see order form

Anz/Qty **Lorbeerkugel, 160/180 cm**
Lauren globe, 160/180 cm
..... s. Bestellschein / see order form

Anz/Qty **Kentia-Palmem 159 bis 259 cm**
Kentia palm, 150 – 250 cm
..... s. Bestellschein / see order form

Anz/Qty **Areca-Palme**
Areca palm
..... auf Anfrage / on request

Anz/Qty **Dracaena**
Dracaena
..... auf Anfrage / on request

Anz/Qty **Phönix-Palme**
Phenix palm
..... auf Anfrage / on request

Rückfragen und formlose Anfragen richten Sie bitte an / For queries and requests please contact:

MB Capital Services GmbH – **Tel/Phone** **+49(0)30/3067-2015**
Fax: **+49(0)30/3067-2058**

Video/Audio
Standard sets

Veranstaltung:	BioGasWorld / SolarEnergy 23. - 25. April 2013
Halle:	20
Stand-Nr.:	
Aussteller:	

Order Form 2013

Deadline: 2 weeks prior to the event

Construction + Service: **Fax: +49(0)30 - 30 67-20 18**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, D-14052 Berlin, Germany
For queries: **Phone:** +49(0)30 - 30 67-20 15**; E-Mail:** info@mb-capital-services.de

Qty	Order No	Description	Price each	Price / total
		Video Standard Sets (with recorder, monitor and loudspeaker each, dimensions on request)		
.....	3062	Display Set, 24 " display (HDMI, DVI, VGA input)	230.00 EUR	..... EUR
.....	3063	LCD Display Set, 30/32" LCD (HDMI, VGA and video input)	560.00 EUR	..... EUR
.....	3061	Plasma Display Set, 42" Monitor with DVD Player	810.00 EUR	..... EUR
.....	6024	Wall mount		upon request
.....	6026	Design floor stand	150.00 EUR	..... EUR
		Microphone Systems for Speakers		
.....	5008	System incl. microphone (with cable) up to 50 m² area covered by PA system	200.00 EUR	..... EUR
.....	5010	System incl. microphone (with cable) up to 100 m² area covered by PA system	310.00 EUR	..... EUR
.....	5040	System incl. microphone (with cable) up to 500 m² area covered by PA system	430,00 EUR	..... EUR
.....	5009	System incl. wireless microphone up to 50 m² area covered by PA system	360.00 EUR	..... EUR
.....	5020	System incl. wireless microphone up to 100 m² area covered by PA system	430.00 EUR	..... EUR
.....	5050	System incl. wireless microphone up to 500 m² area covered by PA system	530.00 EUR	..... EUR
		Miscellaneous		
.....	5110	Wireless Microphone (handhold or with clip)	240.00 EUR	..... EUR
.....	5120	Table microphone (with cable)	60.00 EUR	..... EUR
.....	5130	Microphone with stand (with cable)	60.00 EUR	..... EUR
.....	5140	CD player	50.00 EUR	..... EUR
.....	5150	Tape deck	50.00 EUR	..... EUR
.....	5620	DVD Player (Standard)	60.00 EUR	..... EUR
.....	5625	DVD Player (programmable)	260.00 EUR	..... EUR
.....	5630	Betacam SP Player	330.00 EUR	..... EUR
.....	5635	Digital Betacam Player	720.00 EUR	..... EUR
.....	5715	Camcorder miniDV with stand	330.00 EUR	..... EUR

Required date of delivery on: ..... time (from/to).....
(over a period of 3 hours - 2. delivery – based on an hourly rate)

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

Date: Name of the customer (in block letters): Legally binding signature and company stamp:

....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

Video/Audio/Projection Components

Veranstaltung:	BioGasWorld / SolarEnergy 23. - 25. April 2013
Halle:	20
Stand-Nr.:	
Aussteller:	

Order Form 2013

Deadline: 2 weeks prior to the event

Construction + Service: **Fax: +49(0)30/3067-2018**
Mailing address: MB Capital Services GmbH, Standbau + Service, Thüringer Allee 12/12A, 14052 Berlin, Germany
For queries: **Phone:** +49(0)30/3067-2015**; E-Mail:** info@mb-capital-services.de

Qty	Order No	Description	Price each	Price / total
		Monitors (Video/Data)/Plasma Displays – (dimensions on request)		
.....	6012	Plasma Display, 42 " (16:9) with loudspeakers	750.00 EUR	..... EUR
.....	6013	Plasma Display, 50 " (16:9) with loudspeakers	880.00 EUR	..... EUR
.....	6014	Plasma Display, 65 " (16:9) with loudspeakers	1,530.00 EUR	..... EUR
.....	6024	Wall mount		upon request
.....	6023	Mount for cross pieces	140.00 EUR	..... EUR
.....	6025	Ceiling mount	140.00 EUR	..... EUR
.....	6026	Design floor stand	150.00 EUR	..... EUR
		Projectors (Video/Data)		
.....	7013	LCD projector, 2 500 ANSI-Lumen	380.00 EUR	..... EUR
.....	7020	LCD projector, 5 000 ANSI-Lumen	1,000.00 EUR	..... EUR
.....	7021	LCD projector, 6 000 ANSI-Lumen	1,430.00 EUR	..... EUR
.....	7022	LCD/DLP projector, 10 000 ANSI-Lumen		upon request
.....	7030	Projector table (up to 5 000 ANSI-Lumen)	55.00 EUR	..... EUR
		Projection Screens		
.....	4038	Projection screen on stand, 1,5 x 1,5 m	60.00 EUR	..... EUR
.....	4045	Projection screen on stand, 1,8 x 1,8 m	80.00 EUR	..... EUR
.....	4050	Screen with button attachment, 3,0 x 2,5 m	310.00 EUR	..... EUR
.....	4055	Screen with button attachment, 3,0 x 4,0 m	390.00 EUR	..... EUR

Required date of delivery on: ..... time (from/to).....
(over a period of 3 hours - 2. delivery – based on an hourly rate)

The mentioned prices are subject to a premium equivalent of 5 % of hire charge for insurance. They are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions as listed overleaf. Orders on site will only be accepted under reserve of the availability (§5 of General Terms).

Payment by credit card:

Credit card No.: |___|___|___|___| |___|___|___|___| |___|___|___|___| |___|___|___|___| valid until: |___|___| |___|___|

Card holder: .....

|__| VISA |__| MasterCard |__| Amex

....
Legally binding signature

Please note: Please clarify the internal PO number for your company/your client for these services.
For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.

Company name and address of recipient of invoice: Vat Reg. No.:

Contact for queries: Phone: Telefax:

E-Mail: Your order number for the invoice:

Date: Name of the customer (in block letters): Legally binding signature and company stamp:

....

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

General Terms of Business and Conditions of Hire of MB Capital Services GmbH

As of: January 1, 2010

1. Contract

(1) The following General Terms of Business and Conditions of Hire of MB Capital Service GmbH (in the following: lessor) apply to all hire contracts for movable items and construction. Any conflicting conditions of the lessee are hereby repudiated. Any divergence from these terms and conditions, or ancillary agreements, are only valid if confirmed in writing by the lessor.

(2) All orders for hire equipment must be in writing. The lessor will confirm all orders prior to the event, provided that such orders have been submitted before the prescribed deadline for applications as stated in the order forms contained in the Exhibitors's Service Folder. If exhibitors do not receive written confirmation of their orders, provided that such orders have been submitted on time, they should notify the lessor immediately.

(3) The lessor reserves the right to execute services ordered or deliver items for hire only upon receipt of payment.

2. Details about the loan of items

(1) The lessee is aware that the items available for hire are usually used several times at exhibitions and may not always be new.

(2) The items for hire will only be made available for the agreed purpose and for the duration of the event. They are for the use of the lessee only at the agreed place of hire.

(3) No hired item may be transferred to third parties. Plans, designs, drawing, production and assembly documents and all rights thereto remain the property of the lessor, even when given to the lessee.

(4) The lessee should ascertain whether the hired items are in a suitable condition, safe to use and complete when they are handed over.

(5) By his acceptance of the items entrusted to his care the lessee acknowleges that they do not contain any defects, unless he immediately notifies the lessor of such defects in writing.

(6) Deliveries within the stipulated period of all items ordered from the lessor will be made promptly, to ensure that the hired items are available at the start of the event.

(7) In the absence of any stand personnel when the hired items are delivered, they will be considered to have been correctly delivered when left on the stand.

(8) The lessor is not obliged to check the credentials of the personnel on the stand when delivering the hired items.

(9) No delivery times or special requirements will be considered effective unless confirmed in writing by the lessor.

3. Warranty

(1) If the lessee makes use of his right to notify the lessor of any defects, the lessor's warranty is limited solely to making the necessary improvements, provided that the defective items is one that has already been used. The lessor may supply a replacement if he thinks fit.

4. Hire charges

(1) The charges as listed are net, subject to statutory value added tax plus an insurance premium of 5 % of the hire charge for items hired 4 % of the hire charge for the complete stand incl. equipment. The charges are valid for the duration of the event.

(2) The cost of delivery to and removal from the exhibition grounds, and for any assembly or dismantling that may be required, are included in the hire charge.

5. Orders placed after the application deadline

(1) If the lessee places an order after the expiry of the deadline for applications, of which he has been notified (generally 4 resp. 2 weeks prior to the start of the event), the lessor cannot guarantee prompt or complete deliveries. Above in such cases no guarantees can be provided that the items can be supplied as ordered.

(2) If delivery within the stupulated deadline is possible, the additional costs incurred by the delayed order will be charged to the lessee in the form of a 20 % surcharge on the original hire charge.

6. Deviations from the details in catalogue

(1) All the dimensions stated in the catalogue are approximate. The lessor reserves the right to make reasonable alterations to dimensions, shape and colour of the items ordered for hire. The items supplied must be equal or superior to those ordered.

7. Terms of payment

(1) Upon submission of the invoice the sum due, including statutory value-added tax if not otherwise stated in the invoice, is payable no later than the start of the event. Payment should be made to one of the accounts of the lessor without deduction.

(2) If the lessor has no record that the payment has been received by a date four weeks prior to the start of the event at the latest, it is entitled to withdraw from the agreement.

(3) Order received by the lessor two weeks prior to the start of the event,or later, will only be accepted if accompanied by payment in advance (a cheque should be enclosed with the order).

8. Failure to make use of previously ordered hire items

(1) If the lessee will not make use of previously ordered hired items and give notice in writing no later than 4 weeks prior to the event, the lessor charges 5 % of rental charge. If notice is given no later than 7 days prior to the event, 10 % of hire charge will be charged.

(2) For orders worth more than 10,000.00 EUR or involving a stand construction area in excess of 100 m², if notice of withdrawal is given in writing no later than 10 weeks prior to the start of the event, a sum equivalent to 10 % of the rental charge/value of the order will be charged. This sum will increase to the equivalent to 20 % of the rental charge/value of the order if the written notification is received within 6 weeks of the start of the event.

(3) If non-defective hire items cannot be handed over to the lessee on the agreed delivery date or if he does not take delivery of the items as agreed, the lessee shall be liable for payment of the full hire charge. If delivery date is not been expressively agreed, stand construction will be handed over to the lessee or his representative at the stand no earlier than 5 days but no later than 3 days, other hire items usually 2 days prior to the event. If another lessee can be found for the hire items that have not been delivered, the original lessee shall only be required to pay 25 % of the invoice sum to meet additional expenses.

(4) In cases as mentioned in 8.1 and 8.2, the onus shall be on the lessee to prove that the lessor has not incured the flat rate charges as invoiced. The lessor is entitled to assert the actual damage incurred.

9. The liability of the lessee

(1) The liability of the lessee for any damage to or loss of the items hired to him commences with the hand over and ceases with collection by the lessor after the end of the event at the latest.

(2) Liability also applies to the lessee`s employees and to third persons, but only in cases of negligence on the part of the lessor or its employees. The lessor only bear liability in cases deliberate and malicious damage.

(3) The lessee is obliged to handle the hired items with care. Nothing may be stuck, nailed or painted onto these items, nor may they be damaged in any other way.

(4) Without prior approval of the lessor the lessee is not permitted to alter the items in his care. Any particular distinguishing marks that may exist may not be removed. Damages should be reported to the lessor immediately.

(5) The hired items must be made ready and available for collection immediately following the end of the event.

(6) Should the lessee delay in returning the hired items, The lessor is entitled to prepare such items for removal at the lessee`s expense, subject to the lessee`s approval.

(7) The lessee will be informed immediately if the lessor finds any defects on the hired items being returned. Such statements will be considered acknowledged if the lessee does not contest them in writing within one week.

10. The liability of the lessor

(1) The lessor accepts no liability for any kind of personal injury or damage to property, unless such injury or damage is due to deliberate and malicious damage on the part of the lessor or his employees.

(2) If the lessor is delayed in providing its service it will not be held liable for slight negligence. This also applies in cases where it proves impossible to provide the required services.

11. Insurance

(1) The objects and equipment offered for hire must be insured. The insurance premium for the hired items and equipment shall amount to 5 % of the hire charge. This insurance shall cover replacement in the event of loss. The lessee is not entitled to a replacement. A replacement during the event shall only be provided if ordered and paid for by the lessee.

(2) The premium for insuring the hired modular stand, incl. stand equipment and hired items, shall amount to 4 % of the hire charge. If no insurance cover is taken out for the hired modular stand, the lessee shall be liable for damage to or loss of the hired items.

(3) The following shall be excluded from the insurance: artwork, water and electricity connections, an on-site services.

12. Federal Data Protection Law (BDSG)

(1) In accordance with §§ 28 and 29 BDSG, personal data concerning our business associates will be stored and processed for the purposes of the contractual agreement.

13. Final provision

(1) The validity of the „General Terms of Business and Conditions of Hire" is not affected by the invalidity of any individual regulations or clauses.

(2) Only the German Version is legally binding.

(3) Provided no agreement has been made to the contrary the regulations contained in the Civil Code of the Federal Republic of Germany apply.

(4) The legal venue and place of jurisdiction is Berlin-Charlottenburg.

MB Capital Services GmbH, Thüringer Allee 12A, 14052 Berlin, Germany
Commercial Register HRG Amtsgericht Charlottenburg No. HRB 65470
Managing Directors: Manfred Gleich, Wilfried Wartenberg
VAT-Id No. DE 191413151, Tax No. 27/453 / 04182

Exhibition services
Catering exhibition site / ICC

Your order:_____ pages

Exhibition / congress:	
Hall:	Delivery date:
Stand no.:	Delivery time:
Exhibiting Company/ Stand name:	

Back to:

CAPITAL CATERING GMBH
Exhibition Services
Messedamm 22
14055 Berlin

Phone: + 49 (0)30 3038 - 2993 / - 1952

Fax: + 49 (0)30 3038 - 1951

Your data:

Name of exhibitor/ invoice recipient

Street

Post code/town/country

Phone

Fax

E-Mail

Contact person at exhibition stand (Name and phone number)

We have read the terms and conditions of delivery, recognize them as legally binding and consent to their application.

Date

Company name/Company stamp and legal binding signature

Dear client,

you want a successful appearance of your company with gastronomical support?

We, the **CAPITAL CATERING GMBH**, are directly on the exhibition ground of Berlin and in the ICC on your disposal! Take advantage of our being in place and convince yourself of our expertise, promptness and flexibility!

Whether for the meals of your construction team, the catering service for your guests, your exhibition stand or your stand party – the enclosed order form shows our range of products. To help us process your order smoothly, we would ask you to sent us your requests as soon as possible.

Are you looking for something special for your guests?

On request we are pleased to submit you an individual offer. We organise your highlights at the Berlin “Funkturm”, in the Palais near the Funkturm, or at any other exclusive location in Berlin.

Focus on your customers; we will take care of the rest!

For your booking or enquiry:

Phone: + 49 (0)30 3038 - 2993 / - 1952
Fax: + 49 (0)30 3038 - 1951
Mail: cateringservice@capital–catering.de

We are looking forward to your visit!

YOUR CAPITAL CATERING TEAM

In accordance with the general terms and conditions of business and delivery of CCG, we have placed a legally binding order encompassing the services marked on the ensuing pages.

Please indicate your preferred method of payment

☐ Cash	☐ EC Card	☐ Credit Card	VAT ID No.										
			Type of credit card										
Card number							Valid until		/		Alpha code		
Name of cardholder (please write in block capitals)													

I hereby grant authorisation to charge the invoice amount due to the credit card mentioned above.

Date		Legally binding signature	

Staff / Terms and conditions

We will provide service staff for your exhibition stand or receptions during the exhibition, on condition that catering services are ordered as well. On the basis of CCG's corporate principles, all personnel services are subject to the General Equal Treatment Act. An order for personnel services presupposes acceptance of the Equal Treatment Act.

Minimum 4 hours/person

Serving staff	hours/person 26,50 EUR:	..... people per ..... hour
	date: ……	time :……
Head waiter (required if there are 3 serving staff or more)	hours/person 32.00 EUR:	..... people per ..... hour
Chef	hours/person 32.00 EUR:	..... people per ..... hour
Logistician	hours/person 30.00 EUR:	..... people per ..... hour

General Terms and Conditions for CCG Exhibitor Service

1. Extract from the General Terms and Conditions of Capital Catering GmbH (CCG) for the exhibitor service. The complete General Terms and Conditions of CCG which are currently valid apply. These can be found at the following link: www.capital-catering.de

2. Unless otherwise expressly agreed, this offer is only valid for exhibitors in the exhibition halls and open-air grounds of the Messe Berlin and at the exhibition stands of the ICC Berlin. Prices and articles are subject to change.

3. All prices are for delivery only and do not include any further staff services. These can be requested separately. All prices are subject to VAT and deposit. This price list supersedes all previously issued lists.

4. For logistics, we must receive a binding order for the first delivery from the purchaser either by telephone, fax or e-mail cateringservice@capital-catering.de at least 10 days prior to the event, and 4 days in advance for large-scale equipment.

5. Special articles which do not have to be procured or produced for the purchaser by CCG based upon the valid range of exhibitor service items must be ordered at the latest 2 days before the expiration of the specified run-up period for the procurement and will be binding.

6. Changes to confirmed orders can only be implemented if received by 12:00 on the day before the delivery. This does not apply to special orders and goods already produced. These will be charged at 100% of the order value.

7. Cancellations to confirmed orders will be calculated on a graduated scale: up to 10 days before the delivery deadline incurs no charge; up to 3 days before the delivery deadline, a charge of 50% of the order value; on the delivery day, a charge of 100% of the order value.

8. In the case of an order value of less than €60.00, we calculate a transportation fee to the amount of €12.00 excluding VAT.

9. The purchaser must guarantee to accept the delivery at the agreed time at the exhibitor's stand. Should this acceptance not occur, all additional deliveries and attempted deliveries will incur a charge of €20.00 excluding VAT.

10. Delivery of the goods will only take place if credit card details have been provided as payment security, or if cash payment has occurred.

11. We can only deliver goods in the minimum quantities specified. Delivery on a commission basis is not possible. Extra service charges apply for assembly and disassembly of our goods.

12. Claims, particularly those regarding missing quantities and goods supplied in error, must be reported immediately to our delivery personnel upon delivery. Claims made after delivery will not be accepted. If the return delivery of delivered and accepted goods cannot take place principally due to food law regulations, it will be charged in its entirety.

13. The purchaser is liable for the replacement value of any rented equipment and goods subject to deposit which are lost or damaged. The lessee's liability begins at delivery and ends with return delivery to the lessor.

14. Unless otherwise agreed, rented equipment will be collected on the last day of the event. The compulsory protection regulations apply to the customer up to 24 hours after the end of the event.

beer / soft drinks / sparkling wine / champagne / wine / spirits

Beer

Item	Quantity	Unit	Price in EUR	Order quantity
Berliner Kindl Jubiläums Pils*	24 bott.	0,33l	24,00	
Bitburger Pils*	24 bott.	0,33l	26,00	
Beck's Pils*	24 bott.	0,33l	26,00	
Erdinger Hefe*	20 bott.	0,5l	34,00	
Berliner Kindl Jubiläums Pils*	barrel	30l	115,00	
	barrel	50l	185,00	
Radeberger Pilsner*	barrel	30l	115,00	
	barrel	50l	185,00	
Other beers on request or by advance order				
Please enter the required variety and quantity:				
			Price	
	barrel	50l	on request	
beer pump (chiller)	per day		35,00	
CO2 tank	pce.		30,00	
Stainless steel tap	pce.		65,00	
Prices include connection of the system.				
beer pump (chiller)	fair flat		150,00	
beer pump (chiller) with stainless steel tap	fair flat		185,00	
Co2 tank included in fair flat				

Soft drinks

Item	Quantity	Unit	Price in EUR	Order quantity
Coca Cola*	12 bott.	1,0l	24,00	
Coca Cola*	24 bott.	0,33l	18,50	
Coca Cola light*	24 bott.	0,33l	18,50	
Gerolsteiner Sprudel *	12 bott.	0,75l	19,50	
Gerolsteiner Sprudel *	24 bott.	0,25l	17,50	
Gerolsteiner Naturell*	12 bott.	0,75l	19,50	
Gerolsteiner Naturell*	24 bott.	0,25l	17,50	
Orange juice*	6 bott.	1,0l	19,50	
Apple juice*	6 bott.	1,0l	19,50	
Premix drinks on request.				

Water dispenser

Item	Quantity	Price in EUR	Order quantity
Hire of water dispenser	pce.	200,00	
water container (18.9 l) incl. 100 cups	pce.	25,00	

Ice

Item	per 10 litres gross	Order quantity
with beverage order	9,50	
without beverage order	16,50	
Crushed Ice	16,50	

Sparkling wine / champagne

Item	Quantity	Unit	Price in EUR	Order quantity
Rotkäppchen, dry		0,75l	11,00	
Mumm Extra dry		0,75l	14,00	
Prosecco di Valdobbiadene		0,75l	15,50	
Veuve Clicquot		0,75l	48,00	
Other sparkling wines and champagnes on request.				

Wine

Item	Quantity	Unit	Price in EUR	Order quantity
White wine				
Dörrenbacher Gutenberg				
Grauburgunder, Qualitätswein		0,75l	13,00	
Chardonnay				
Vin de Pays d`Oc "Les Vigneaux"		0,75l	13,80	
Pinot Grigio				
Friaul, "Le Marsure", Teresa Raiz		0,75l	13,50	
Red wine				
Château d'Orsan				
Côte du Rhône		0,75l	10,00	
Ramón Bilbao				
Rioja Crianza		0,75l	13,50	
Chianti Classico				
Lamole di Lamole		0,75l	13,50	
Other wine varieties on request.				

Aperitifs & Spirits

Item	Quantity	Unit	Price in EUR	Order quantity
Campari		0,7l	18,00	
Wodka Moskovskaya		0,5l	18,00	
Bacardi Rum		0,7l	22,00	
Johnnie Walker, Red Label		0,7l	22,00	
Hennessy "Fine de Cognac"		0,7l	48,00	
Other aperitifs and spirits on request.				

*Deposit on reusable crates, water containers, premix containers and beer barrels refundable on return:

Deposit water container	pce.	10,00
Deposit beverage crate	crate	6,00
Deposit beer barrel	pce.	40,00
Deposit premix container	pce.	10,00

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

coffee/ coffee service packages / materials

Item	Unit	Price in EUR	Order quantity
Coffee service package large			
1 Darbomat coffee machine, hire price output up to 100 cups/hour 50 filter bags of 60 grams coffee each 50 coffee sets, porcelain 2 boxes coffee cream, 240 portions each 500 sugar sachets 1 box mixed tea biscuits, 1.0 kg - sufficient for approx. 550 cups -		230,00	
Coffee service package small			
1 coffee machine (10 cups), hire price 1 box coffee cream, 240 portions 300 sugar sachets 6 x 200 g coffee, 100 coffee filters with 20 coffee sets (porcelain), hire price		110,00	
with 240 disposable cups / stirrers		115,00	
Espresso machines & Service package			
1 Jura Impressa X9 espresso machine or similar, hire price 30 coffee and 30 espresso sets 25 latte macchiato glasses 2 kg premium Italian beans 120 portions coffee cream, 5 litres UHT milk 200 sugar sachets		490,00	
Other espresso machines for various coffee specialities on request.			
Nespresso machine & Service package			
1 Nespresso machine, hire price 25 coffee and 25 espresso sets 100 coffee and 100 espresso pads 120 portions coffee cream, 2 litres UHT milk 200 sugar sachets		290,00	
Coffee / Tea etc.			
Coffee beans	1 kg	23,50	
Espresso beans	1kg	23,50	
Coffee, powder	200g	6,00	
Coffee Darbomat	60g	2,75	
Espresso pads	50 pcs.	37,50	
Coffee pads	50 pcs.	37,50	
Tea	25 bags	5,00	
Coffee cream, 240 pcs.	Box	18,00	
Sugar, portions	100 pcs.	3,50	
Sweetener	Dispenser	3,00	
UHT milk, 1.5% fat content	Ltr.	2,20	
Coffee filter bag	100 pcs.	3,50	
Thermos flask, 1 litre, hire price	pce.	6,50	
Water heater, hire price	pce.	20,00	
Coffee machine (10-cup automatic), hire price	pce.	20,00	
Coffee in thermos flask or electric "Thermophore" dispenser **(minimum purchase 5 litres, incl. sugar, cream)**			
with disposable crockery	Ltr.	8,80	
with porcelain crockery	Ltr.	8,80	

Item	Unit	Price in EUR	Order quantity
Dishwasher			
(W/H/D) 60 x 85 x 60 cm - 380 V, 16 A 1/2" inflow, 50 mm outflow incl. installation and detergent	pce.	490,00	
Crockery / cutlery / glasses			
If a dish-washing service is required on exchange *then there will be a hire charge to pay on each new delivery.*			
Plate, large	pce.	0,70	
Plate, small	pce.	0,60	
Soup bowl/saucer	pce.	0,95	
Coffee set incl. spoon	pce.	0,95	
Espresso set incl. spoon	pce.	0,95	
Latte macchiato glass and spoon	pce.	1,00	
Knife	pce.	0,50	
Fork	pce.	0,50	
Soup spoons	pce.	0,50	
Coffee / dessert spoon	pce.	0,50	
Tray, approx. 45 x 32 cm	pce.	1,90	
Tray, round, non-slip	pce.	3,00	
Juice / beer tumbler, 0.2 l	pce.	0,70	
Champagne glass, 0.1 l	pce.	0,70	
Wine glass, 0.2 l	pce.	0,70	
Beer tulip, 0.3 l	pce.	0,70	
Schnapps glass 0,2 cl	pce.	0,70	
Misc. Materials / tablecloths / napkins			
100 beakers, white, 0.2 l	Pack.	9,50	
100 beakers, clear, 0.2 l	Pack.	17,00	
10 champagne glasses, disposable	Pack.	2,60	
60 coffee cups, disposable	Pack.	6,80	
100 coffee spoons, plastic	Pack.	4,80	
100 plates, small, plastic	Pack.	12,00	
100 plates, large, plastic	Pack.	13,50	
Other disposable items on request.			
Tablecloths, white, on loan			
1.40 x 1.40 m	pce.	4,00	
2.10 x 1.40 m	pce.	4,50	
Napkins, white, plain	100 pcs.	6,00	
Napkins, paper	50 pcs.	6,00	
white, red, blue, yellow (state colour)			
Corkscrew	pce.	2,50	
Knife, sharp	pce.	2,50	
Tea towel, on loan	pce.	1,50	
Washing-up liquid	0.5l	3,50	
Glass cleaner	0.5l	4,00	
Sponge	pce.	0,80	
Sponge cloth	pce.	0,80	
Paper towels	2 pcs.	2,80	
Waste bags 20 l, 20 pcs.	Pack.	3,80	
Waste bags 120 l, 5 pcs.	Pack.	3,80	
Waste Bin, 20l, hire price	pce.	10,00	
Cutting board, 33 x 22 cm, hire price	pce.	10,00	

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

bread rolls / sweet and savoury pastries / miscellaneous

Please note the minimum order quantities:

Other choices and offers for crew catering on request.

Item	Unit	Price in EUR	Order quantity
Snacks	**(Minimum order quantity 10 portions)**		
Bockwurst or poultry sausage with mustard and bread roll (from 100 pcs. incl. sausage heater on loan)	pcs.	2,20	
Potato salad with 3 small rissole	portion	4,50	
Berlin rissole with mustard and bread roll	pce.	2,00	
Bavarian white sausage with mild mustard	2 pcs.	3,00	
Salads	**(Minimum order quantity 10 portions/2 kg)**		
Potato salad with oil/vinegar	kg	10,50	
Fresh seasonal garden salad	portion	4,00	
Tomatoes with mozzarella and basil	portion	4,50	
Fruits	**(Minimum order quantity 5 portions)**		
Assorted fruits	portion	1,20	
Bite-sized fruits	portion	4,00	
Fresh fruit salad	1 kg	12,00	
Fresh fruit salad	200g	2,80	
Soups / Stews			
(minimum 25 bowls) Including small bread roll each and chafing dish to keep warm. If clean crockery is to be provided daily there will be a surcharge of 20%. If you wash the dirty dishes on your stand, then the first delivery will include crockery.			
Goulash soup	bowl	3,20	
Italian minestrone	bowl	3,20	
Cream of potato soup with bacon and chanterelles	bowl	3,20	
Chili con carne	bowl	3,20	
Berlin pea soup with bacon and sausages	bowl	3,20	
Noodle soup with chicken and vegetables	bowl	3,20	
Spring: asparagus soup	bowl	3,20	
Summer: gazpacho	bowl	3,20	
Autumn: wild mushroom soup	bowl	3,20	
Winter: cream of pumpkin soup	bowl	3,20	
Bread / bread rolls			
Bread rolls	pce.	0,45	
Party rolls	pce.	0,65	
Venetian rolls	pce.	0,60	
Baguette, 250 g	pce.	3,60	

Item	Unit	Price in EUR	Order quantity
Sweet Goodies	**(Minimum order quantity 3 portions)**		
Petits fours "Four Seasons" portion with 9 pieces, seasonal variable, e.g. bloodorange, almond-apple-red currant, raspberry-coconut, coffee arabica tartlet, apricot tartlet	portion	13,50	
Petits fours "Little Bakery" portion with 8 pieces, seasonal variable, e.g. chocolat tartlet, mocca eclair, chocolat-hazelnut, caramel-apple, tiramisu	portion	13,50	
Sweet and savoury baked goods	**(Minimum 10 pcs. per variety)**		
sweet Traybake	pce.	2,30	
Berlin jelly donuts	pce.	1,40	
Assorted Danish pastries	pce.	1,40	
Chocolate croissant	pce.	1,50	
buttered mini croissant	Stck.	1,40	
sweet mini croissants with assorted fillings	Stck.	1,40	
Chocolate muffin	pce.	1,90	
Blueberry muffin	pce.	1,90	
savoury Savoury mini croissants with assorted fillings	pce.	1,40	
Pretzels	pce.	1,50	
Chips & Cookies			
Mixed tea biscuits	1 kg	18,00	
Snack Hits savoury mix	300g	5,80	
Crackers	150g	3,00	
Pretzel sticks	150g	2,50	
Potato crisps	200g	3,00	
Peanuts	200g	3,00	

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

canapé / fingerfood / party snacks

The following is a selection of finger foods for receptions, stand parties etc.
We will be pleased to submit an individual offer for you - especially for a hot or cold buffet or lunch.
Please note that our quoted prices do not include staff.
Please also note the minimum order quantities:

Item	Unit	Price in EUR	Order quantity
Canapé "Classic"			
(Minimum order quantity 5 pieces per sort)			
Assorted			
Dutch Gouda (medium mature)			
Cooked ham			
Black Forest ham			
Salami			
Roast turkey breast			
	pce.	2,60	
Canapé "Ambiente"			
(Minimum order quantity 5 pieces per sort)			
Assorted			
Mozzarella with tomatoes			
Italian salami			
Parma ham			
Roast beef			
Smoked salmon			
Poulard breast			
	pce.	2,70	
Canapé assortment "Lukullus"			
(Minimum order quantity 10 portion; 1 portion = 6 pcs.)			
Rolls of roastbeef filled with green marinated asparagus in remoulade on wild garlic in lollo bionda salad on baguette			
Roll of blackforest ham and edam cheese with pesto on pistachio-spread in chicorree salad on baguette			
Smoked duck breast on spread of cheese and oranges in lollo bionda salad on baguette			
Edam cheese on spread of grapes and cheese in lollo rosso salad on baguette			
	portion	16,50	
Warm party snacks			
(Minimum order quantity 25 pcs. per variety)			
Delivery includes all crockery and a chafing dish			
Spicy beef meatballs on mango and cumin ragout	pce.	1,50	
Mini roast sausages with mustard	pce.	1,80	
Yakitori skewer with teriyaki marinade	pce.	1,80	
Mini escalope	3 pcs.	3,20	
Chicken nuggets with honey sauce	3 pcs.	2,20	
Mini rissole with mustard and ketchup	pce.	1,50	
Mini spring roll with soy	2 pcs.	2,10	

Item	Unit	Price in EUR	Order quantity
Finger food selection "Berlin"			
(Minimum order quantity 10 portions)			
cold			
Mini rissole with corn on the cob (meatballs available on request)			
Smoked pork on fresh rustic loaf			
Smoked fish on pumpernickel			
German butter cheese on mini bread roll			
Spree Forest gherkins and bread			
Mini "Berliner" jelly donuts	portion	12,00	
Finger food selection "Italy"			
(Minimum order quantity 10 portions)			
cold			
Coppa di Parma on ciabatta			
Skewers of sliced Parma ham and melon			
Tuna salad on a bed of artichoke			
Skewered cherry tomatoes and mozzarella with fresh basil			
Assorted olives with cocktail sticks			
Cup Tiramisu			
	portion	14,00	
Fingerfoodbuffet "Asien"			
(Minimum order quantity 10 portions)			
cold / warm			
Mini wrap "Lemon chicken"			
Mini wrap "Asian Veggie"			
Fish Stick Limon with Hoi Sin sauce			
Yakitori skewers with teriyaki marinade			
Rambutans with pineapple and pistachios	portion	12,00	
Finger food selection "Fit and vital"			
(Minimum order quantity 10 portions)			
cold / warm			
Yoghurt and lime drink with chives			
Selection of dim sum (cooked without oil) with a mild soy sauce			
raw vegetable salads (carrot, cabbage, cucumber, apple, cellery)			
Fresh fruit salad with lemon balm			
	portion	12,50	
Finger food selection "Mini Wrap"			
(Minimum order quantity 5 portions, 1 Portion = 5 pce)			
cold / saisonal variabel			
Oriental Chicken Wrap			
African Chicken Wrap			
Asian Veggie Wrap			
BBQ Chicken Wrap			
Lemon Chicken Wrap	portion	11,00	
Finger food selection "German Snacks"			
(Minimum order quantity 10 portions; 1 portion = 4 pce)			
warm / saisonal variabel			
Tarte flambée wrap filled with sour cream, onion, ham and herbs			
Party meatloaf Bavaria			
Mini-salmon-phyllo			
Mini escalope countryside			
	portion	5,60	

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

bread / rolls

"Classic"	1/2 ciabatta roll	1/2 baguette bread roll	1/2 wholegrain bread roll	1/2 Venetian rolls
Price in EUR per piece	2,70	2,60	2,50	2,40
	Please indicate order quantity. Minimum purchase 5 pcs. per variety.			
Assorted				
Dutch Gouda (medium mature)				
Cooked ham				
Black Forest ham				
Salami				
Roast turkey breast				

"Ambiente"	1/2 ciabatta roll	1/2 baguette bread roll	1/2 wholegrain bread roll	1/2 Venetian rolls
Price in EUR per piece	2,80	2,70	2,70	2,60
	Please indicate order quantity. Minimum purchase 5 pcs. per variety.			
Assorted				
Mozzarella with tomatoes				
Italian salami				
Parma ham				
Roast beef				
Smoked salmon				
Poulard breast				

All prices are subject to value-added tax. - Purchase goods are **not** refundable.

Technical Guidelines

List of Contents

1. Preliminary remarks
1.1 Domiciliary rights
1.2 Opening times
1.2.1 Construction and dismantling periods
1.2.2 Duration of the event

2. Traffic on the exhibition grounds, emergency exits, safety installations
2.1 Traffic regulations
2.2 Emergency exits
2.2.1 Manoeuvering areas for the fire service, hydrants
2.2.2 Emergency exits, escape hatches, aisles in the halls
2.3 Safety installations
2.4 Stand numbering
2.5 Security cover
2.6 Emergency evacuation

3. Technical data about the halls and open air grounds, and their equipment
3.1 Hall data
3.1.1 General lighting, types of electrical current, voltages
3.1.2 Supplies of compressed air, electricity, natural gas and water
3.1.3 Communication equipment
3.1.4 Sprinkler system
3.1.5 Heating/ventilation
3.1.6 Faults and breakdowns
3.2 Open air grounds

4. Stand construction regulations
4.1 Stand security
4.2 Stand construction permit
4.2.1 Examination and acceptance of structures requiring permits
4.2.2 Vehicles and containers
4.2.3 Alterations to non-regulation stand structures
4.2.4 Extent of liability
4.3 Construction heights
4.4 Fire protection and safety regulations
4.4.1 Fire protection
4.4.1.1 Stand construction and decoration materials
4.4.1.2 Display of motor vehicles
4.4.1.3 Explosive substances/munitions
4.4.1.4 Pyrotechnics
4.4.1.5 Flying objects/Balloons
4.4.1.6 Smoke machines
4.4.1.7 Ashtrays
4.4.1.8 Containers for refuse and for recyclable and residual materials
4.4.1.9 Spray guns, cellulose paints
4.4.1.10 Hot work
4.4.1.11 Empty packaging
4.4.1.12 Fire extinguishers
4.4.2 Stand coverings
4.4.3 Glass and acrylic glass
4.4.4 Enclosed lounges
4.5 Exits, escape routes, doors
4.5.1 Exits / escape routes
4.5.2 Doors
4.6 Platforms, balustrades, ladders, ramps, raised walkways, stairs
4.7 Stand design
4.7.1 General appearance
4.7.2 Examination of rented areas
4.7.3 Interference with the permanent building fabric
4.7.4 Hall floors
4.7.5 Suspended items
4.7.5.1 Heavy suspended items
4.7.6 Partitions marking stand boundaries
4.7.7 Advertising materials / Presentations
4.7.8 Air conditioning
4.7.9 Kitchens
4.7.10 Restoration of stand areas
4.8 Open air grounds
4.9 Two- and multi-storey structures
4.9.1 Construction application

4.9.2 Conditions pertaining to constructions over the stand area, safe distances, interior height of stands
4.9.3 Live loads / Design loads
4.9.4 Escape routes / Stairways
4.9.5 Construction material
4.9.6 Upper floor

5. Operational safety, technical safety regulations, technical rules, technical supplies

5.1 General rules
5.1.1 Damage
5.2 Use of operating equipment
5.3 Electrical installations
5.3.1 Electrical connections
5.3.2 Stand installations
5.3.3 Assembly and operating regulations
5.3.4 Safety measures
5.3.5 Safety lighting
5.4 Water and sewage installations
5.5 Compressed air/Gas installations
5.5.1 Compressed air installations
5.5.2 Gas installations (natural gas)
5.6 Mechanical installations, pressurised containers, exhaust gas installations
5.6.1 Machinery noise
5.6.2 Equipment Safety Law and Product Safety Law
5.6.2.1 Protective devices
5.6.2.2 Test procedures
5.6.2.3 Ban on the operation of equipment
5.6.3 Pressurised containers
5.6.3.1 Inspection certificate
5.6.3.2 Testing
5.6.3.3. Hired equipment
5.6.3.4 Monitoring
5.6.4 Exhaust gases and vapours
5.6.5 Exhaust gas extraction systems
5.6.5.1 Exhaust gas pipes
5.7 Use of pressurised gases and inflammable liquids
5.7.1 Pressurised gas installations
5.7.1.1 Application for use of pressurised gas bottles
5.7.2 Inflammable liquids
5.7.2.1 Storage and use
5.7.2.2 Storage of supplies
5.7.2.3 Supply tanks
5.7.2.4 Storage site
5.7.2.5 Operating regulations
5.7.2.6 Filling with liquids
5.7.2.7 Empty containers
5.8 Asbestos and other hazardous materials
5.9 Film, photography, televisual presentations, scenery areas and other forms of presentation
5.10 Protection against radiation
5.10.1 Radioactive materials
5.10.2 X-ray equipment and devices causing stray radiation
5.10.3 Laser installations
5.11 High frequency equipment, radio systems, electromagnetic compatibility, harmonics
5.12 Cranes, stacker trucks, working platforms, empty packaging
5.13 Reproduction of music
5.14 Drink dispensing facilities
5.15. Inspection of foodstuffs

6. Environmental protection

6.1 Waste management
6.1.1 Waste disposal
6.1.2 Waste materials requiring special supervision
6.1.3 Waste materials brought on site
6.2 Water, sewage, soil protection
6.2.1 Oil, fat separators
6.2.2 Cleaning / Cleaning products
6.3 Environmental damage
6.4 Protection against noise

Technical Guidelines

as per: June 2012

1. Preliminary remarks

Messe Berlin has issued directives for trade fairs and other events with the aim of maximising the opportunities for all exhibitors / organisers to present their exhibits, and to address their visitors and other interested persons.

These directives must be complied with by all exhibitors and organisers.

For events taking place in the ICC Berlin the ICC Berlin's General Terms and Technical Conditions for Exhibitions apply (www.icc-berlin.com/ICCBerlin/exhibition areas - Download -General Terms and Technical Conditions for Exhibitions at ICC Berlin).

The Technical Guidelines of Messe Berlin shall apply if any part of the event takes place in the halls on the Exhibition Grounds.

These directives also contain safety regulations intended to serve the interests of our exhibitors and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible.

The building regulations, fire protection and other safety regulations have been drawn up in consultation with the relevant Building Supervisory Department of the City of Berlin.

Messe Berlin reserves the right to carry out checks to ensure compliance with these regulations.

Statutory regulations in their respective valid form must also be observed.

If any defects that have been detected have not been remedied before the start of the event, the right to stage an event and the use of an exhibition stand may be prohibited in the interests of all those participating in it.

We reserve the right to impose any other additional requirements regarding safety and the construction of stands which may arise.

The order forms for services are available on the internet. They should be filled in and returned within the specified time. It they are not received on time, Messe Berlin can provide no guarantees regarding correct and punctual fulfilment of such services.

Furthermore, if orders are submitted after the specified deadline, Messe Berlin reserves the right to impose a surcharge on the rates, in accordance with the details given in the service folder.
For their information exhibitors will, if necessary, receive additional circulars with details about the preparations for, and staging of the event.

These Technical Directives have been agreed and prepared, using a standardised layout, by the following trade fair companies:

- Deutsche Messe AG Hannover
- Köln Messe GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt GmbH
- Messe München GmbH
- Nürnberg Messe GmbH

The building law forms part of the law of the respective Land.

As a result, and due to the different structural conditions at the individual exhibition grounds, there may be differences in the various implementing provisions. Messe Berlin also reserves the right to make alterations.

The German text is binding.

1.1 House regulations

Police	110	(external)
Fire service	112	(external)
Emergency calls	110	(internal)
DRK (Red Cross)	2222	(internal)

01 The Exhibition Grounds are private premises. They are owned by the Land Berlin. As the authorised user, Messe Berlin, together with the respective organisers, exercises domiciliary rights.

02 Visitors may only enter the grounds, including the buildings (with the exception of the administrative building) if they are in possession of a valid admission ticket. All other persons require a pass. The duration of the stay is limited to the times and to the building specified on the admission ticket or pass. The admission tickets must be retained while on the grounds and must be shown to the appointed supervisory personnel on request. Exhibition stands may only be entered under the supervision of the stand personnel.

03 Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent or guardian. Exceptions will only apply if specific notification is displayed at the ticket offices. For safety reasons, persons who are not engaged in activities for which security cover is required, and minors in particular, are not permitted in the halls or on the outdoor display areas during the construction and dismantling periods.

04 The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations.

05 Meetings or demonstrations are not permitted on the Exhibition Grounds.

06 Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.

07 Visitors are not permitted to exhibit, sell or distribute printed matter or goods of any kind on the exhibition grounds, or to use sound media or sound amplifiers etc. on the grounds.

08 Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.

09 Smoking is completely prohibited in enclosed rooms on the Exhibition Grounds, including in the ICC Berlin.

Exhibitors, lesses and other contractual partners of Messe Berlin shall be obliged to ensure that their third-party contractual partners observe the smoking ban. Messe Berlin shall not be held liable if either they or their vicarious agents fail to observe the smoking ban.

10 In accordance with the particular nature of the event, a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles, and of items of clothing such as coats, jackets and capes, may be examined.

11 No weapons may be brought onto the grounds.

12 No dogs or other animals are allowed onto the grounds.

13 At closing time visitors to events must leave the event and the grounds by the nearest exit.

14 The instructions of supervisory personnel must be complied with.

1.2 Opening times

1.2.1 Construction and dismantling periods

During the general construction and dismantling periods work may be carried out in the halls and on the outdoor grounds between 7 a.m. and 10 p.m., unless, in the case of a specific trade fair, other times have been announced by means of a circular.
For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

1.2.2 Duration of the event

For the duration of the event the halls will be opened one hour before the start of the fair and closed again one hour after the official closing time.
In individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from the fair management.

2. Traffic on the exhibition grounds, emergency exits, safety Installations

2.1 Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed, as must any instructions issued by persons in authority.
The Road Traffic Regulations – StVO – apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds.
The maximum permitted speed on the exhibition grounds is 5 kph.
Vehicles may only enter the halls for the purposes of unloading or loading. Access to the halls is only permitted for vehicles which do not exceed the maximum permitted floor load. Engines should be turned off while loading or unloading is taking place. Vehicles may not be left in the halls..
Restrictions on entry and rules regarding payment of a security during events and during the construction and dismantling periods will be announced for specific events in the information sent to exhibitors, or in the advice for drivers.
Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner.
The instructions of the persons appointed by Messe Berlin to direct and regulate traffic must be strictly complied with, and attention must be paid to any relevant information.

2.2 Emergency exits

2.2.1 Manoeuvering areas for the fire service, hydrants

The access routes and manoeuvering areas for the fire service are clearly marked, and must be kept clear at all times.

Vehicles and objects left on emergency exits and safety areas may be removed at the owner's risk and expense.
Hydrants on the open-air grounds must not be obscured, obstructed, or built over.

2.2.2 Emergency exits, escape hatches, aisles in the halls

Emergency escape routes must be kept clear at all times.
The doors along the escape routes must easily open outwards across their entire width.

Emergency exit doors and hatches and the signs indicating them may not be built over, blocked, covered by suspended items or in any other way obscured.
Items may not be placed in the aisles in the halls, or placed so as to restrict the width of the aisles.
These aisles are needed as emergency exits!

2.3 Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, smoke extraction devices, delayed discharge apertures, closure devices for the hall doors and other safety equipment, the signs indicating them, and the green signs for the emergency exits must be accessible and visible at all times, and may not be obscured or built over.

2.4 Stand numbering

The organiser will provide each stand with a number.

2.5 Security cover

The organiser will be responsible for providing general supervision of the halls and the open-air grounds for the duration of the fair. General supervision is only provided at certain times during construction and dismantling.
Messe Berlin is entitled to implement any measures needed for carrying out checks and providing security cover.
If security cover for the stand itself is required, this must be organised by the exhibitors themselves.
Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

2.6 Emergency evacuation

Messe Berlin GmbH may order rooms or buildings to be closed or evacuated for safety reasons. Any persons in such rooms or buildings must comply with instructions.
Exhibitors must inform their staff about this procedure and if necessary must prepare and publicise their own plans for evacuating rooms and buildings. It is your responsibility to ensure that your stand is cleared.

3 Technical data, and the equipment in the halls and on the open air grounds

3.1 Data pertaining to the halls

see "Technical equipment in the halls at a glance"

Hallentechnik, Ebene 1
Technical Equipment, level 1

Hallennummer Hall number		**Länge m** Length m	**Breite m** Width m	**Brutto m²** Gross area m²	**Lichte Höhe m** Clearance height m	**Installationsboden auf Massivdecke** Utility floor on a solid base	**Massivogden mit Kabelkanälen** Solid floor with cable ducts	**Zulässige Bodenbelastung kN/m²** Maximum permissible surface load kN/m²	**Gabelstapler und LKW Radlast t** Fork lift and truck with wheel load t	**Vorhandene Zwischendeck** Available intermediate ceiling	**Hängepunkte 2 kN/Pkt.** Suspension points max. load 2 kN/pt.	**Fenster Tageslicht** (1) einseitig, 2) zweiseitig, (3) dreiseitig, (4) allseitig Daylight from window, (1) one sided, (2) two sided, (3) three sided, (4) four sided	**Anzahl Tore** Number of gates	**Toreinfahrtsgroßen (Breite x Höhe) m Entrance dimensions (width x height) m** Durchfhrtshöhen auf dem Messegelände 4 m Height of passageways across the exhibition grounds 4 m	**Gasanschluss möglich** Gas connection	**Kühlung** Cooling	**Wasseranschluss bi 50 mm** Water connection up to 50 mm	**Wasserabfluss bis 100 mm** Water drainage up to 100 mm	**Vorhandener Brandschutz / Sprinkler** Fire fighting system / sprinkler system	**Stützen** Supports	**Lastenaufzüge** Freigh elevators
EMS		-	-	2.326/465	18,00	-	x	10	3,5	-	x	(4)	1	5,00x5,50	-	x	x	x	x	-
1.1		98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	-
2.1		98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	-
3.1		98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	-
4.1		98	62	6.058	6,00	x	-	10	3,5	-	x	(1)	4	4,85x5,30	x	x	x	x	x	-
5.1		98	26	2.606	6,00	x	-	10	3,5	-	x	(1)	2	4,85x5,30	x	x	x	x	-	-
6.1		98	29	2.783	6,00	x	-	10	3,5	-	x	(1)	2	4,85x5,30	x	x	x	x	-	-
	a	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	-	-
7.1	b	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	-	-
	c	38	28	1.130	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	-	-
8.1		103	28	2.962	4,10	x	-	10	3,5	-	x	-	2	5,30x4,00	x	x	x	x	x	-
	a	84	29	2.461	8,90	-	x	50*	3,5	x	-	(1)	2	4,69x5,00	-	x	x	x	x	-
9	b	58	48	2.760	8,90	-	x	50*	3,5	x	-	-	-	über/via a+c	-	x	x	x	x	-
	c	84	29	2.451	8,90	-	x	50*	3,5	x	-	(1)	2	4,73x5,00	-	x	x	x	x	-
10.1		58	28	1.677	4,10	x	-	10	3,5	-	x	-	2	5,30x3,95	x	x	x	x	x	-
11.1		94	28	2.709	4,10	x	-	10	3,5	-	x	-	4	5,30x4,00	x	x	x	x	x	-
12		84	32	2.705	10,89	x	-	10	3,5	x	x	(2)	1	7,60x4,85	x	x	x	x	-	-
13		Ø27	-	583	19,17+6,40	-	x	10	3,5	-	x	(4)	-	über/via 14.1	x	x	x	x	x	-
14.1		34	24	765	4,43+6,46	x	-	10	1,5	x	x^0	(1)	1	4,50x4,15	x	x	x	x	-	-
15.1		102	24	2.309	4,43+6,39	x	-	10	1,5	x	x^0	(1)	1	4,50x4,15	x	x	x	x	-	-
16		Ø27	-	583	19,00+6,40	-	x	10	3,5	-	x	(4)	-	über/via 15.1	x	x	x	x	x	-
17		91	32	2.957	8,40	x	-	10	3,5	x	x	(2)	2	4,28x4,65	x	x	x	x	-	-

Die angegebenen Längen- und Breitenmaße sind auf volle Meter gerundet.
EMS Eingang Messe Süd
kN Kilonewton
* im Kanalbereich nur 10 kN/m²
(1^0) Kein durchgängiger Fensterverband
X^0 Abhängung ca. 0,35 kN/m Kahneisenprofil
In senkrechter Richtung

The dimensions indicated have been rounded to the nearest metre.
EMS Entrance Messe south
kN kilonewton
* in the vicinty of ducts only 10 kN/m²
(1^0) no continuous windows
X^0 suspension approx. 0.35 kN/m cross section
screwed connection, applied vertically

Messe Berlin

Stand/As of: 06/2010

Hallentechnik, Ebene 2
Technical Equipment, level 2

Hallennummer Hall number	**Länge m** Length m	**Breite m** Width m	**Brutto m²** Gross area m²	**Lichte Höhe m** Clearance height m	**Installationsboden auf Massivdecke** Utility floor on a solid base	**Massivogden mit Kabelkanälen** Solid floor with cable ducts	**Zulässige Bodenbelastung kN/m²** Maximum permissible surface load kN/m²	**Gabelstapler und LKW Radlast t** Fork lift and truck with wheel load t	**Vorhandene Zwischendeck** Available intermediate ceiling	**Hängepunkte 2 kN/Pkt.** Suspension points max. load 2 kN/pt.	**Fenster Tageslicht** (1) einseitig, 2) zweiseitig, (3) dreiseitig, (4) allseitig Daylight from window, (1) one sided, (2) two sided, (3) three sided, (4) four sided	**Anzahl Tore** Number of gates	**Toreinfahrtsgrößen (Breite x Höhe) m Entrance dimensions (width x height) m** Durchfhrtshöhen auf dem Messegelände 4 m Height of passageways across the exhibition grounds 4 m	**Gasanschluss möglich** Gas connection	**Kühlung** Cooling	**Wasseranschluss bi 50 mm** Water connection up to 50 mm	**Wasserabfluss bis 100 mm** Water drainage up to 100 mm	**Vorhandener Brandschutz / Sprinkler** Fire fighting system / sprinkler system	**Stützen** Supports	**Lastenaufzüge** Freigh elevators
1.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
2.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
3.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
4.2	98	62	6.058	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	x	-
5.2 a	98	29	2.904	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	-	-
b	98	29	3.517	9,00	x	-	10	3,5	-	x	-	2	4,85x5,30	x	x	x	x	x		
6.2 a	98	29	2.904	9,00	x	-	10	3,5	-	x	(1^0)	2	4,85x5,30	x	x	x	x	x	-	-
b	98	29	3.369	9,00	x	-	10	3,5	-	x	-	2	4,85x5,30	x	x	x				
a	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
7.2 b	41	28	1.218	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
c	38	28	1.130	6,00	x	-	10	3,5	-	x	(1^0)	1	4,85x5,30	x	x	x	x	x	-	-
8.2	103	28	2.960	7,20	x	-	10	3,5	x	x	(2)	2	5,30x5,30	x	x	x	x	x	-	-
10.2	58	28	1.688	7,20	x	-	10	3,5	x	x	(2)	2	5,30x5,30	x	x	x	x	x	-	-
11.2	94	28	2.706	7,20	x	-	10	3,5	x	x	(2)	2	5,30x5,30	x	x	x	x	x	-	-
14.2	18	20	359	4,35	x	-	5	-	x	-	(1)	-	-	x	x	x	x	x	-	x
15.2	60	20	1.228	4,35	x	-	5	-	x	-	(1)	-	-	x	x	x	x	x	-	x
18	96	39	3.821	14,35	x	-	10	3,5	x	x	(3)	1	4,40x4,85	x	x	x	x	x	-	-
19 Eingangshalle Nord	-	-		31,80	-	-	5	-	-	x	(4)	-	-	-	-	-	-	-	-	-
20	96	39	3.947	14,35	x	-	10	3,5	x	x	(3)	1	4,75x5,00	x	x	x	x	x	-	-
21 a	71	33	2.937	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
b	72	33	2.458	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
22 a	71	33	2.784	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
b	71	33	2.362	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
23 a	65	33	2.661	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
b	60	33	1.996	10,00+5,00	x	-	10	3,5	-	x	(1)	2	4,80x5,00	x	x	x	x	x	x	-
24				2,80	-	-	5	-	-	-	(2)	-	-	-	x	x	x	x	x	-
25	149	48	7.458	15,70	-	x	200*	3,5	-	x	-	4	11,20x10,50	x	x	x	x	x	-	-
26 a	74	67	4.259	7,00+4,64	-	x	50*	3,5	-	-	(2)	4	4,90x5.00	x	x	x	x	x	x	-
b	59	67	3.453	7,00	-	x	50*	3,5	-	-	(2)	4	4,90x5.00	x	x	x	x	x	x	-
c	74	44	3.189	7,00+4,64	-	x	50*	3,5	-	-	(2)	3	4,90x5.00	x	x	x	x	x	x	-
5.3	98	29	3.209	6,00	x	-	10	3,5	-	x	(1^0)	-	-	x	x	x	x	x	-	x
6.3	98	29	3.257	6,00	x	-	10	3,5	-	x	(1^0)	-	-	x	x	x	x	x	-	x

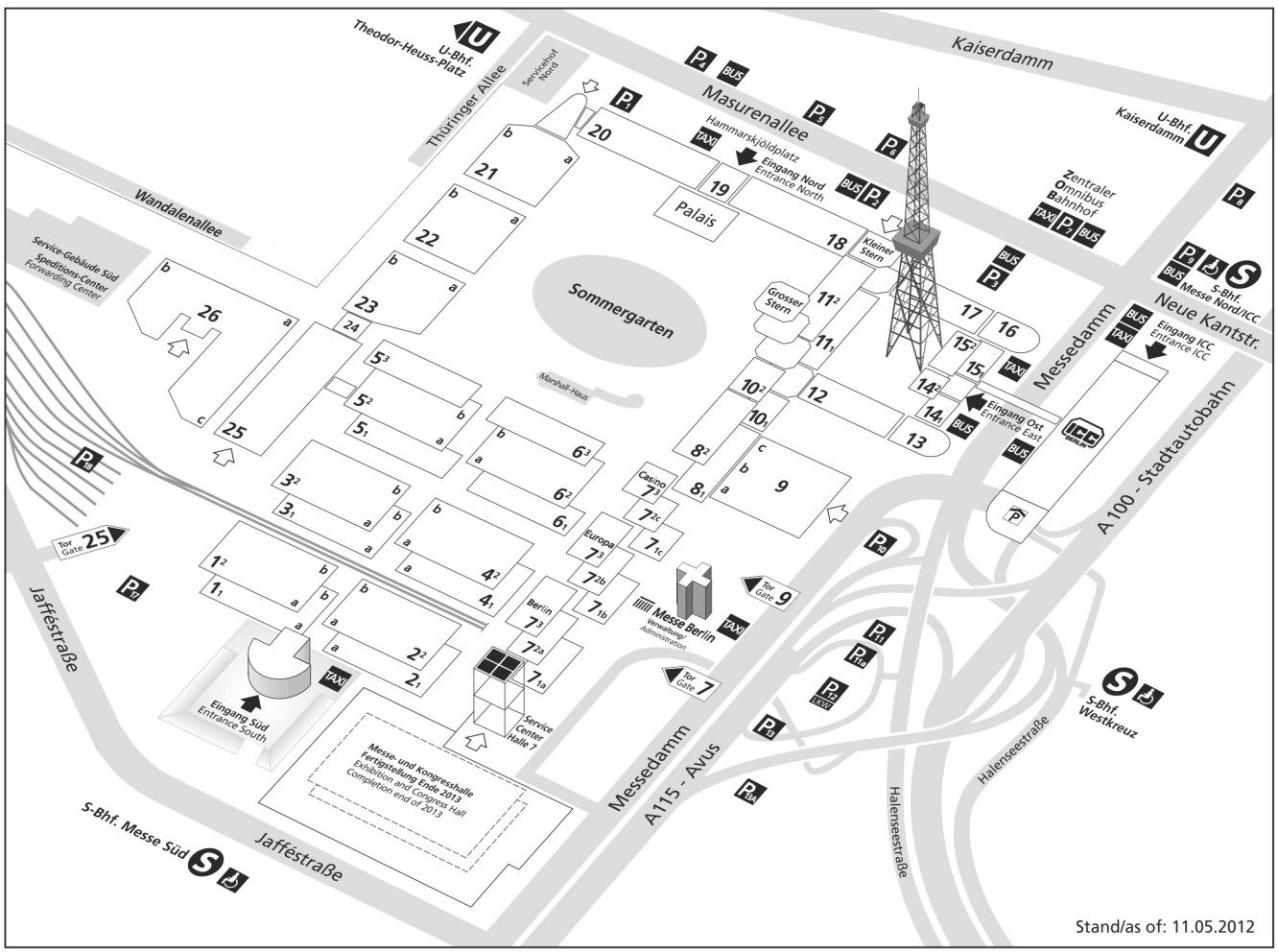
Die angegebenen Längen- und Breitenmaße sind auf volle Meter gerundet.
kN Kilonewton
* im Kanalbereich nur 10 kN/m²
(1^0) Kein durchgängiger Fensterverband
X^0 Abhängung ca. 0,35 kN/m Kahneisenprofil
In senkrechter Richtung

The dimensions indicated have been rounded to the nearest metre.
kN kilonewton
* in the vicinty of ducts only 10 kN/m²
(1^0) no continuous windows
X^0 suspension approx. 0.35 kN/m cross section
screwed connection, applied vertically

Messe Berlin

Stand/As of: 06/2010

Geländeplan
Plan of the Exhibition Grounds



Haupteingänge / Main entrances

Bedarfseingänge / Reserve entrances

Messe Berlin

3.1.1 General lighting, types of current, voltages

The general hall lighting has an intensity of at least 100 lux, measured 1 m above the hall floor.
Available types of current and voltages on the exhibition grounds:
Type of supply: TN-C/S network
AC 230 volt (± 10%) 50 Hz
Three-phase 3 x 400 volt (±10%) 50 Hz

3.1.2 Supplies of compressed air, electricity, natural gas and water

The supplies of compressed air, electricity, natural gas and water to the stands are obtained through the pipework and wiring in the false floors. In Halls 9 abc, 13, 16, 25 and 26 abc these supplies are obtained from the ducts in the hall floors.

3.1.3 Communication facilities

Telephone, telefax, data and aerial connections to the stand are laid in the false floor carrying in which the pipework and wiring are installed. In Halls 9 abc, 13, 16, 25 and 26 abc these services are supplied from the ducts in the hall floors.

3.1.4 Sprinkler system

The halls are fitted with sprinkler systems.
Any superstructure occupying more than 30 m² of the stand area (enclosed ceiling area) requires the installation of a sprinkler system that conforms to the VDS standard.
The sprinkler systems required for stands are supplied from the false floor. In Halls 9 abc, 13, 16, 25 and 26 abc the supply is obtained from the ducts in the hall floors or the hall ceilings.

3.1.5 Heating/ventilation

The halls are equipped with ventilation systems. If necessary, the halls will be heated during the event (+18 °/ 20 °C), or cooled (+26° / 30°C).

3.1.6 Interruptions to supplies or services

If interruptions occur to the technical supplies the fair management must be notified immediately. Messe Berlin accepts no liability for losses or damage caused by such interruptions.

3.2 Open-air grounds

The open-air grounds comprise uneven and non-compacted gravel and paved areas.
During the opening times of the event the grounds will be provided with general lighting for the roadways and paths.
The necessary connection points for services are provided at irregular distances.
There is a rail connection onto the Exhibition Grounds.

4 Stand construction regulations

4.1 Constructional safety of stands

Exhibition stands, together with their installations and exhibits, and any means of carrying advertising, must be structurally stable, so that they do not jeopardise public safety and order, and in particular, do not present a hazard to life and heath. Exhibitors are responsible for the structural safety and may be required to furnish proof of same.

The stipulations of the Berlin BuildingRegulations [BauO Bln] and the following provisions, directives and introduced, technical rules in their current versions apply categorically:
• MVStättV – Model Ordinance Concerning the Construction and Operation of Places of Public Assembly
• M-FlBauR – Model Directive Concerning the Construction and Operation of Temporary Structures
including
• DIN EN 13 782*) – Temporary structures - tents
• DIN EN 13 814*) – Temporary structures and installations for event venues
*) for the former DIN 4112 – Temporary Structures, Technical Building Regulations for Calculation and Implementation

If stand structures are to afford access to the general public at trade fairs, the main entrances and exits must be designed to be barrier-free. As an alternative, the stand operator / exhibitor must indicate the availability of organisational and operational measures on the stand (personnel on the stand to provide assistance) to ensure access for wheelchair users.

In order to achieve sufficient longitudinal and lateral stability, the stability of stand structures must be formulated for a horizontal equivalent distributed load (dynamic pressure) of 0.125 kN/m^2. More precise evidence must be submitted in the event of a deviation from this figure.
In substantiated cases Messe Berlin reserves the right to arrange for a structural engineer to conduct an on-site examination of the stability, for which a charge will be made.

4.2 Stand construction approval

Provided the design and construction of the stand conform to the technical guidelines, drawings for approval of single-tier stand constructions in the halls need not be submitted. If a stand area occupies the space of an entire hall section or hall(s) through which visitor aisles must pass, then approval must be obtained, even in the case of single-tier constructions.

If requested by exhibitors, Messe Berlin can arrange for the stand construction plans (submitted in duplicate) to be checked. All other stand structures, temporary structures, mobile stands, outdoor structures, special structures and constructions require testing and approval.

In all cases proof of stability must be provided.
The stand structures on the ILA open air grounds that require approval include all building structures that are classed as standard, temporary structures in accordance with BbgBO § 75 (1) or M-FlBauR, or are categorised as such by nature of their type and method of construction, such as:
• marquees with a floor area of at least 75.0 m²
• stages, including stage covers
• stand installations for spectators

- equipment for play, sport or pleasure
- free-standing scaffolding and advertising installations / large viewing screens
- free-standing masts and signalling installations intended for exhibition or presentation purposes
- additional external extensions to and structures at the entrances to existing airport halls and buildings and / or the fair's own exhibition marquees
- all other stand structures that can be walked on and/or are covered or free-standing: platforms, walkways, canopies, 2- and multi-storey pavilions and/or container installations;
- installations with fully enclosed cinema or other types of auditoriums and visitor rooms.

4.2.1 Examination and acceptance of structures requiring approval

For the examination and approval, possibly involving the relevant building inspectorate, of:

- Stand structures with two or more storeys (see item 4.2.1)
- Special structures / special structural solutions, special components, temporary structures, components above areas frequented by visitors, grandstands, see Item 4.2.1
- Show trucks
- Aisles, gangways, steps, railings, parapets (see item 4.6)
- Outdoor structures (see item 4.8),

the following documents must be submitted in paper form (in duplicate) and as digital pdf files (messetechnik@messe-berlin.de) to Messe Berlin GmbH/ES 21. The following documents, in German or English, are required at least 6 weeks prior to the start of the event:

a) Structural calculations*) in accordance with German DIN standards, technical rules and/or Eurocodes (EC, DIN EN) for all stand structures referred to and for which approval is required.
*) If also provided in examined, original version, including accompanying test report (not to be submitted in the form of a digital file !)
Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a technical inspector or a structural stability expert approved in accordance with the respective state building regulations.
b) Description of the building, location plan,
c) Stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
d) A plan of the emergency escape routes providing evidence of the length and width of the rescue routes must be supplied.
e) Item a) does not apply if a type certification suitable for examination or a valid inspect and test log in accordance with M-FIBauR (Model Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspection and test logs will be shown by Messe Berlin on behalf of the exhibitor to the testing authority responsible for final on-site acceptance.

The exhibitor / stand constructor will be invoiced for the costs of the construction approval process.

In addition to type testing/type certification for individual items of technical equipment, e.g. sports and games equipment with mechanical or electrical functions, the following documents, in German, must be submitted for inspection:

- Description of construction and operation
- Design drawings,
- Proofs of stability,
- TÜV test certificates, approvals

or

- Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's declaration in accordance with BauPG, §§ 9, 10. The above documents may also be required if necessary.

The stand installation is not considered as approved until written notification has been given by Messe Berlin.

If none of the stress analysis documents examined as stated above are available, they may be drawn up with the assistance of Messe Berlin. The costs will be borne by the exhibitor/stand constructor.
Exhibitors / stand constructors may be charged with additional costs if documents are not submitted on time.

4.2.2 Vehicles and containers

Vehicles and containers placed in the halls require official approval if used as display stands.

4.2.3 Alterations to non-regulation stand structures

Stand constructions that have not been approved, or that do not conform to the Technical Directives or to legal requirements, may have to be altered or removed.
If work is not carried out within the specified time, Messe Berlin is entitled to undertake the alterations itself, at the exhibitor's expense.

4.2.4 Extent of liability

If the exhibitor and/or his appointed stand constructor does not comply with these stand construction regulations, they shall be liable for all damage resulting from the infringement of the stand construction regulations.
Furthermore the exhibitor and/or his appointed stand constructor shall exempt Messe Berlin from any claims by third parties that may be asserted on the basis of an infringement of these stand construction regulations.

4.3 Construction heights

Unless stated otherwise for the trade fair in question, the maximum height of stand structures is equal to the inside height of the hall minus 0.50 m.

The lessee is obliged to install a white partition separating his stand and the directly adjacent stand. This partition must be structurally stable, haves no gaps, and bear no advertising of any kind.

Advertising facing directly adjacent stands must be placed at a distance of at least 1 m from the boundary of the neighbouring stand. Exhibits are not subject to this regulation. Structural restrictions may apply.

The height restriction in Halls 8.1, 10.1 and 11.1 is 3.60 m.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Stand construction and decoration materials

The use of easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases, such as polystyrene foam (styrofoam) PVC or similar acrylic glass products, is prohibited. No materials may be used that create dense smoke when ignited.
In individual cases, and for safety reasons, special requirements may be imposed with regard to load-bearing structures (e.g. they should not be made of inflammable materials).
The use of plastic cable ties to secure any parts subject to structural stresses is not permitted.
Decoration materials must be at least flame-retardant in accordance with EN 13501-1 C d0 and/or DIN 4102-1 B1, and should not form burning droplets.

Test certificate for the categories of material used must be available. Trees and plants may only be used for decorative purposes if they have been recently cut (leaves and pine needles must be fresh and green.) If it becomes apparent that trees and plants have dried out during the exhibition, making them easily inflammable, they must be removed.
Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not as a rule satisfy the aforementioned requirements.

4.4.1.2 Displays of motor vehicles

Vehicles powered by combustion engines may only be exhibited in the halls if the fuel tank is virtually empty. Battery terminals must be disconnected and the fuel tank must be sealed off. For gas-powered vehicles see item 5.7 concerning the pressurised container.

4.4.1.3 Explosive substances/Ammunition

Explosive substances are regulated by the Law on Explosives (Sprengstoffgesetz) in its current amendment and may not be displayed at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Law (Waffengesetz).

4.4.1.4 Pyrotechnics

Pyrotechnic displays require official authorisation and the intended special pyrotechnical effects must be approved by Messe Berlin.
A copy of the application for such authorisation (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, 10559 Berlin, tel.: 030/90254-5000) should be submitted to Messe Berlin at least two weeks prior to the start of the event.

4.4.1.5 Flying objects/Balloons

Approval must be obtained from Messe Berlin for the use of balloons filled with safety gas and for remotely controlled flying objects, as well as for the distribution of balloons in the halls and on the open air grounds.
Any cleaning costs that are incurred will be charge to the exhibitor.

4.4.1.6 Smoke machines

The agreement of Messe Berlin must be obtained before using smoke machines.

4.4.1.7 Ashtrays

Unless smoking has been expressly prohibited on the stand, arrangements must be made to provide a sufficient number of ashtrays or other containers for disposing of cigarettes, made of non-inflammable material, and for them to be emptied at regular intervals.

4.4.1.8 Containers for waste, recyclable and residual materials

Any containers placed on the stands for recyclable and residual materials must not be made of inflammable materials.
Containers for recyclable and residual materials must be emptied regularly, and at least every evening after the close of the fair, using the recycling stations located at the entrances to the halls.
If larger quantities of inflammable materials accumulate, these must be removed several times daily.

4.4.1.9 Spray guns, nitrocellulose lacquer

The use of spray guns and of materials and paints containing solvents is not permitted.

4.4.1.10 Hot work

Welding, cutting, soldering, abrasive cutting and other work involving the use of naked flame or flying sparks are strictly prohibited on all operational and display areas belonging to Messe Berlin.

In exceptional cases and subject to submission of a written request, approval may be granted for hot work during the setting up and dismantling of events. For this purpose Messe Berlin will deploy a fire officer, for whom a charge will be made, who will be present to supervise the work from its commencement to its completion. Hot working during the event is prohibited.

4.4.1.11 Empty packaging

Empty packaging of all kinds (e.g. boxes and packing materials) may not be stored in the hall, either inside or outside the stand. Any such empty packaging must be removed immediately.

4.4.1.12 Fire extinguishers

On stands of > 100 m² a suitable fire extinguisher with at least 10 extinguishing units must be available during construction and dismantling and throughout the duration of the event. The location of the extinguisher must be marked on the stand in

compliance with the accident prevention regulations BGV A8 (VBG 125). If necessary several fire extinguishers may be required. On two-storey stands one fire extinguisher must be provided at the top of each stairway.

4.4.2 Stand canopies

In order not to adversely affect the use of sprinklers, in those halls equipped with such installations no stands may be covered.
Ceilings shall be considered as open if not more than 50% of the area, based on the square metre measurement of each individual stand, is enclosed.
Ceilings capable of incorporating a sprinkler system and with a grid size of at least 2 x 4 mm or 3 x 3 mm for areas of up to 30 m² are permitted, to which individual areas may be added. The fabric covering should be tensioned horizontally, and should consist of a single layer only. Penetration of the fabric sheets should be avoided. (For two-storey structures see also Item 4.9.2)
Open grid ceilings are permitted.
Approval must be obtained for horizontal decorations and for ceiling areas over single and collective stands.
The materials used for these areas must be at least flame retardant, in accordance with EN 13501-1 C, d0 and/or DIN 4102/B1, not forming burning droplets, and proof must be furnished in the form of a test certificate.
Under the preliminary remarks, the following regulations apply to all stands:
a) Contiguous areas may not constitute a single area of more than 30.00 m² (floor plan projection).
b) If there are a number of such individual areas they must be separated from one another (floor plan projection). The spacing shall be determined in each individual case.
c) If the stated maximum area is exceeded, a sprinkler system must be provided.

4.4.3 Glass and acrylic glass

Only safety glass which is suitable for the purpose may be used.
Please ask for a copy of our code of practice for the use of glass/acrylic glass in trade fair construction (”Merkblatt zum Einsatz von Glas/Acrylglas im Messebau”). See also www.messe-berlin.de (Exhibition Centers – Guidelines and Conditions – Download).
Any exposed edges of the glass should be worked in such a way or protected so as to prevent the risk of injury.

4.4.4 Enclosed recreation rooms

All recreation rooms which are enclosed on all sides (enclosed spaces) must be equipped with a visual or acoustic system to relay alarms to the stand at all times. Substitute measures may be approved in exceptional cases.
Auditoriums must have at least two exits leading directly to the aisles of the halls.
These exits should be placed as far as possible from one another.
Special approval must be obtained for auditoriums with a capacity of more than 200 persons..

4.5 Exits/ Escape routes, Doors

4.5.1 Exits. Escape routes

The distance between any point on a display area and a hall exit may not exceed 20 m in a straight line.
Recreation rooms with a floor area in excess of 100 m² must be provided with at least two exits to emergency escape routes, which must be as far apart as possible from one another and leading in opposite directions.
The escape routes must be marked as such, in accordance with BGV A8 (formerly VBG 125).
The minimum number and clear width of escape routes (exits, stairways, corridors) that must be provided are listed below:
- up to 100 m²: 1 escape route, 0.90 m wide
- over 100 m² and up to 200 m²: 2 escape routes, each 0.90 m wide
- over 200 m² and less than 400 m²: 2 escape routes, each 1.20 m wide

4.5.2 Doors

The use of swinging, revolving, code-operated, sliding doors and other restrictions, either manually operated or powered, on emergency rescue routes is possible subject to approval by the building inspectorate and the submission of evidence of such approval.

4.6 Platforms, parapets, ladders, ramps, raised walkways, stairs

Generally accessible walkways and other such areas which are immediately adjacent to areas that are more than 0.20 m lower must be surrounded by parapets. These must be at least 1.10 m in height.
Parapets on areas accessible to the public attending trade fairs must be provided with a firm, non-slip handrail. To discourage anyone from climbing over the parapets, only enclosed infilling or vertical bars with a maximum gap of **0.12 m** between the bars or openings are permitted.

Parapets on areas with restricted access by trade visitors must be provided at the least with a non-slip handrail, as well as centre and lower braces.
Proof of stability must be presented for platforms and the parapets required for them.
Depending on the use, the floor load must be designed to carry at least **3.0 kN/m²** in accordance with DIN 1055-3, Table 1 [Cat. C1].
Single-step, accessible platforms may not exceed a height of 0.20 m.
Ladders, ramps, raised walkways and stairs must comply with the accident prevention regulations.
The distance between the parts of the balustrade may not exceed 0.12 m in any direction. (MVStättVo §11, Section 2) (see 4.9.6)

4.7 Stand design

4.7.1 Barrier-free construction

When constructing the stands it is important to ensure that they do not present obstacles to the disabled. The stands and their equipment must also be accessible to and usable by disabled people.

4.7.2 Examination of the rented area

The organiser will mark out the rented area. All exhibitors are required, when on site, to inform themselves about the location, dimensions and any fittings, safety installations etc.
The boundaries of the stand must be strictly adhered to.

4.7.3 Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling, or the insertion of screws or nails), they may not be painted or papered, nor may anything be pasted onto them.
No parts of the hall or technical installations may be used to support stand fittings or exhibits.
However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area, up to the permitted construction height
No third parties are allowed onto any accessible part of the intermediate floor.

4.7.4 Hall floors

When laying carpets and other floor coverings measures must be taken to prevent accidents. These carpets and floor coverings may not extend beyond the boundaries of the stand.
Only adhesive tape may be used to attach the floor coverings, and when this is removed no residues should be left behind.
All materials used must be removed without leaving residues.
Oil, fat, paints and similar substances must be removed immediately from the surfaces.
The hall floors may not be painted, nor may anything be stuck to them.
Anchor points and attachments in the hall floor are only possible under certain conditions in Halls 9abc, 25 and 26 abc, and approval can be granted in response to an application.
The floor will be restored to its original state by Messe Berlin GmbH or its contractors. A charge will be made for this work.

4.7.5 Suspended items

Items may be suspended from the hall ceilings using the technical facilities provided and in compliance with BVG C1. The provision of these facilities is dependent on Messe Berlin or its contractual partners.

Approval must be obtained for suspended items.
An outline sketch must be included with the order form “Suspended Decoration”, showing the suspended weights and required positions of the suspension points.
The installation of all suspended items, whether from the hall ceiling or the elevated system of traverses (ground support), and other structures must comply with BGV C1 (*Venues for Theatrical Performances*) and the current standards for event engineering (*SP Q 1-3* or similar regulations).

4.7.5.1 Suspension of heavy loads

In all cases tests are required for heavy suspended loads (> 2,0 kN/Point) and these are subject to stability monitoring by Messe Berlin.
The necessary documents must be submitted and Messe Berlin will undertake an examination of them, for which a fee is payable, and for the monitoring of the construction. Orders, using form “Suspended Decoration”, must also be accompanied by assembly instructions, a dimensioned site plan showing the crosspieces together with the planned suspension points, including the loads at these points and installation details. These must be submitted in German no later than 6 weeks prior to the start of construction.
On behalf of and at the expense of the lessee, Messe Berlin will examine these documents. In the aforementioned cases an inspection of the suspended loads / assemblies for the transmitted loads or direct loads imposed on the hall trusses, will be undertaken and/or approved by Messe Berlin GmbH, for which a charge will be made.
Lessees will be obliged to undertake any ensuing corrections and/or alterations.

4.7.6 Partitions marking stand boundaries

The organiser will rope or cordon off the rented stand area, and mark it accordingly.
Partitions for marking the boundaries of the stand are not available on the exhibition grounds.
The backs of the partitions belonging to neighbouring stands may not be used unless prior approval has been obtained.
If required, partitions and the walls of booths in the halls can be ordered from Messe Berlin, for which a charge will be made.
An outline sketch must be included with the order form, showing the arrangement of the partitions.
The partitioning elements are made of perforated wall elements, white, plastic coated, thickness approx. 25 mm, height approx. 2.47 m.
The stand partitioning elements are re-usable and may be papered. Paint may only be applied to the paper, and dispersion paint must be used.
A tolerance of up to 80 mm must be allowed when calculating the dimensions of the rented area, to allow for the partitions on both sides.

4.7.7 Advertising materials / Presentations

Lettering referring to the stand or exhibits, and company or brand logos, must not exceed the prescribed construction height. They should contribute towards a harmonious overall impression.
Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, congestion in the aisles, or render inaudible the announcements by the fair authorities in the halls. The volume may not exceed 70 dB(A) at the stand boundaries.
Exhibitors are only permitted to distribute printed matter and to conduct advertising on their own stands.

4.7.8 Appearance

Exhibitors are responsible for designing their stands, taking into account criteria that typify the event in question.
Partitions adjoining aisles used by visitors should create a more varied effect by the installation of showcases, niches, display and similar items.

Where the rear of a stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral, so as not to adversely affect the appearance of the other stand.

The lessee is obliged to install a white partition separating his stand and the directly adjacent stand, which should be structurally stable, have no gaps, and bear no advertising of any kind.

Products made as a result of child exploitation as defined by the ILO Convention 182 may not be used in the design and fitting out of the stand.

4.7.9 Air conditioning

Evenly distributed air conditioning from the central system in the hall cannot be guaranteed where there are enclosed ceilings or on the upper floors of stands.
If a separate air conditioning unit is to be installed on a stand, the use of air-cooled condensers is not permitted in the hall.
Fresh water may only be used in air conditioning units for cooling the refrigerating compressors. The water consumption of such air conditioning units must be recorded by means of a water meter.

4.7.9 Kitchens

For reasons of safety no kitchen appliances using inflammable gases from pressurised bottles are allowed in the halls (see Item 5.5.2).
Kitchen vapours must be conducted out of the hall in order to eliminate offensive odours.
In order to help protect the environment cooking oils, fat from deep fat fryers and similar substances should be disposed of separately. The appropriate containers should be kept in readiness on the stand.
The pollutants in any waste water intended for release into the sewage system should not exceed the amounts normally produced in domestic situations. Fat separators must be used If waste water containing large amounts of fat or grease is to be disposed off.

4.7.10 Restoration of stand areas

Exhibitors must ensure that stand areas are handed over in a clean and original condition by the end of dismantling at the latest. All the necessary restoration work, including the removal of adhesive strips, paint residues etc., must be completed by this time.

4.8 Open air grounds

All event-related stand structures on the open air grounds are defined by the local building regulations (*Bauordnung für Berlin)* [BauO Bln, § 52 (1)] as temporary structures, so-called **special structures** for public assembly use within the exhibition grounds.
Accordingly, such special structures must comply with the conditions imposed by current public regulations as stated in the local building regulations *Bauordnung von Berlin* [BbgBO], and in particular with the following rules and regulations in their current, valid version.

- *BetrVO – Regulation Concerning the Operation of Building Structures*
- MVStättV – *Model Ordinance Concerning the Construction and Operation of Places of Public Assembly*
- M-FlBauR – *Model Directive Concerning the Construction and Operation of Temporary Structures*
- DIN EN 13 782*) – *Temporary structures - tents*
- DIN EN 13 814*) – *Temporary structures and installations for event venues*

*) for the former DIN 4112 – *Temporary Structures*, Technical Building Regulations for Calculation and Implementation,

The stand structures on the ILA open air grounds that require approval include all building structures that are classed as standard *temporary structures* in accordance with BbgBO § 75 (1) or M-FlBauR, and/or are categorised as such by nature of their type and method of construction, such as:

- Marquees with a floor area of ≥ 75.0 m²
  Tent structures with a ground area of < 75 m² and similar structures are classed as *temporary structures*. These are only exempt from model approval and official approval for use. The stability of these installations must still categorically conform to the technical specifications for *temporary structures* (in compliance with DIN EN 13 782)
- Stages, including stage covers
- Stand installations for spectators
- Equipment for play, sport or pleasure as well as fairground rides or stalls
- Free-standing scaffolding and advertising installations / large viewing screens
- Free-standing masts and signalling installations intended for exhibition or presentation purposes

- Additional extensions to and structures at the entrances to existing exhibition halls and / or the fair's own exhibition marquees
- All other stand structures that can be walked on and/or are covered or free-standing:
  - Platforms, walkways;
  - Canopies and connecting passageways
  - Single and multi-storey pavilions and/or container installations;
  - Installations with fully enclosed cinema or other types of auditoriums and visitor rooms.

Without exception approval is also required for the aforementioned installations and structures even if they are only erected for short periods.
In this respect see Items 4.1 and 4.2 ff "Testing and acceptance of structures for which approval is required".
Also in this respect please consult our "Fact Sheet Concerning Structures on the Open-Air Grounds".

4.9 Two- and multi-storey structures

4.9.1. Construction applications

The erection of two- or multi-storey structures is possible subject to the agreement of the relevant project management at Messe Berlin. The application must be submitted as soon as approval has been granted for the stand.

Two-storey structures are not possible in Halls 8.1, 10.1 and 11.1, and only at certain points in Halls 14.1 and 15.1.

4.9.2 Conditions pertaining to construction over the stand area, safe distances, height of interiors on the stand

In the case of two-storey structures, interior rooms must have a headroom of at least 2.30 m.
A sprinkler installation must be provided if an area of more than 30 m² is to be built over.
Above a height of 2.50 m, stand structures adjoining neighbouring stands must be painted in neutral white.

4.9.3 Live loads / Design loads

In accordance with DIN 1055-3, Table 1 [Cat. C] the following working loads apply, as perpendicular live loads, to the upper floor of a two-storey stand within a hall:

In the case of **limited use by trade visitors**, or by stand personnel engaged in discussions or assisting customers, i.e. furnishing with tables and chairs arranged freely or in discussion booths, the following live load [Cat. C1] applies: q_k = 3,0 kN/m^2.

The following live load [Cat. C3 and upwards] is required for **unrestricted use** as a freely accessible area for exhibitions and assemblies, either with or without closely placed seating: q_k = 5.0 kN/m^2.
Stairs and rostrums with stairs must always be designed for a live load [Cat. T2] of q_k = 5.0 kN/m^2.

A **horizontal load of 1/20 q_k** (q_k = perpendicular live load) applies on the upper floor of two-storey trade fair stands or viewing platforms in order to achieve sufficient lateral and longitudinal stability .

In accordance with DIN 1055-3, table 7, a horizontal live load [Cat. C] of **q_k = 1,0 kN/m** at the capping level applies to balustrades and railings. The same load conditions must also be applied to external cladding that also acts as a safety wall element, if no separate, supporting balustrade is provided on the inside.
For other free-standing wall/stand construction elements with a height of more than 4 metres, proof must be provided for a horizontal load of 0.125 kN/m^2 (hall wind) or 1/100 of the deadweight at half the hall height, in order to ensure sufficient stability and tilt resistance for the base load mounting.

Proof must be provided that the permitted loads on the hall floor (≤ 35 kN kN/m^2) have not been exceeded (≤ 35 kN, see Item 3.1. Hall data).

Increased individual supporting loads (≥ approx. 35 kN) as a result of stand construction by the lessees or the introduction of exhibits (transport loads) must be indicated separately and noted in a dimensioned, scaled plan showing the positioning of the supports in relation to the boundaries of the stand and giving details of the loads imposed on these supports. This information must be provided in German and submitted to Messe Berlin for examination.

An examination must be carried out by Messe Berlin GmbH, for which a charge will be made, into the increased load distribution in the elevated modular floor of the hall (which may be achieved by using stronger packing).
The examination documents and those pertaining to the plan showing the positioning of the supports on to the stress analysis engineer will be scrutinised on behalf of and at the expense of the exhibitor/stand constructor. Any corrections are binding on the exhibitor/stand constructor.

4.9.4 Emergency exits / Stairways

On the upper floor of a two-storey exhibition stand the walking distance from any accessible point to the stairs may not exceed 20 m. The stairs should be arranged in such a way as to ensure the minimum distance along the escape routes to the outside of the building.
If the upper floor area exceeds 100 m², at least two sets of stairs are required, separated from one another and running in opposite directions.

All stairways must be constructed in conformity with DIN 18065. The risers may not exceed 0.19 m. in height and the tread width should not be less than 0.26 m.
The stairs must have a minimum width of 1.0 m. On upper floor areas in excess of 100 m² and with fewer than 200 persons, two stairways with a minimum width of 1.0 m are sufficient. If the upper floor area exceeds 200 m² and/or there are more than 200 persons, two stairways each with a minimum useable stair width of 1.20 m are required.

If stairways are required, spiral or solid newel staircases may not be used.

Stairs with a width exceeding 2.40 m must be provided with two external handrails and a central handrail.
The handrails must be firmly attached, non-slip and endless, i.e. turned in on themselves. A gap of at least 0.05 m must be provided between the handrails and adjacent structures. Handrails must be provided on both sides.

4.9.5 Construction materials

For two-storey stands the load-bearing components, the ground floor ceiling and the floor on the upper storey must be made of materials that are at least flame-retardant, must comply with EN 13501-1 C, d0 and/or DIN 4102-1 B 1 and must not form burning droplets.

4.9.6 Upper floors

If necessary, on the upper floor, in the area around the parapets or railings, skirting with a height of at least 0.05 m must be provided to prevent items from rolling off.
Parapets and railings must be constructed in accordance with Items 4.6 and 4.9.3.
In halls provided with a sprinkler system, under no circumstances should the upper floor be covered over, unless this area is also protected by a sprinkler system
In addition to the fire extinguishers provided on the ground floor, at least one fire extinguisher must be placed in a conspicuous place at the top of the stairs, where it is easily accessible (see item 4.4.1.12).

5. Operational safety, technical safety regulations, technical rules, technical services

5.1 General rules

Exhibitors are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their stands.
Construction and dismantling work may only be carried out subject to the current valid working and trade law regulations.

5.1.1 Damage

At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in buildings, or to installations will be made good by Messe Berlin at the exhibitor's expense.

5.2 Use of operating equipment

The use of devices that fire bolts is not permitted in the exhibition halls.
Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.
The use of cranes, forklift trucks and working platforms is restricted exclusively to the forwarding companies under contract to Messe Berlin. The use of a company's own cranes, forklift trucks and working platforms is not permitted for safety reasons (see Item 5.12).

5.3 Electrical installations

5.3.1 Electrical connections

One or more connection points with fuse boxes and master switches will be provided for each stand where electrical power is required.
These connections (main connections) will be installed by Messe Berlin GmbH or its contractors and a charge will be made for this work.
An outline sketch must be included with the order form, showing the required location of the connections.
The sum total of the power required by all consumer units (electric lights, motors, appliances etc.) should be shown, to enable a sufficient cross-section for the power supply lines to be calculated.
For safety reasons the power supply may be cut off on the final day after the close of the fair.

5.3.2 Stand installations

After orders have been placed, electrical installation work on the stand will be carried out by Messe Berlin or its appointed contractors, for which a charge will be made.
Earth leakage circuit breakers (RCDs) rated at 30 mA are compulsory for all circuits.
The exhibitor may use his own electrical contractors or an approved specialist firm to carry out installation work within the stand, in accordance with VDE regulations, valid European regulations and current available technology.

5.3.3 Assembly and operating regulations

All electrical equipment must be installed and operated in accordance with the current, valid safety regulations of the German Electrical Engineering Association VDE or the current, valid EU standards (EN). Particular attention must be paid to VDE 0100, 0108, 0128 and ICE standard 60364-7-711.
Compensation must be provided for installations using fluorescent tubes (single compensation or dual circuit).
The high or low frequency interference to the mains must not exceed the figures stated in VDE 0160 and VDE 0838 (EN 50 006).
The measures intended to provide protection in the event of indirect contact must include conductive structural components (earthing of the stand).
Only cable with a minimum cross section of 1.5 mm² Cu of the types NYM, H05VV-F, H05RR-F may be used.
The only exceptions are in the case of wiring supplying consumer units which are used at different locations (appliances etc.) with a length of up to 1.5 m.
Non-insulated electrical wires and terminals may not be used in low voltage installations (low voltage lighting systems), and stranded systems must be fully insulated too.
Secondary circuits must be protected against short-circuiting and overloading.
Transformers and converters should be protected by primary and secondary fuses.
Electronic protection systems do not qualify as automatic cut-out devices as defined in the VDE regulations. Measures should be undertaken to prevent lamps from dropping out.
Only lamps fitted with a protective disc may be used with halogen lights.
Busbars must be provided with protective covers. Connections using plastic cable ties are not permitted.
Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.
The electrical installations on the exhibition stand may only be used for the event after they have been inspected and approved by the Technical Supervisory Authority (TÜV) or some other independent expert. Messe Berlin will arrange for the inspection to be carried out.
Non-insulated electrical wires and terminals may not be used for voltages in excess of 25 V AC or 60 V DC.
(Protection against direct contact must be provided).
Users may not carry out their own extensions or alterations after approval has been granted.
No power may be obtained from neighbouring stands.
Stands are not permitted to use their own power supply systems.

5.3.4 Safety measures

As a means of protection, all exothermal and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases.
Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.
Lighting units may not be attached to inflammable decorations or similar items.
The manufacturer's instructions must be complied with.

5.3.5 Safety lighting

Stands on which, by the special nature of their construction, the existing general safety lighting is not fully effective, require their own, additional safety lighting, in conformity with VDE 0108.
It should be installed to enable persons to safely find their way to the general escape routes.

5.4 Water and sewage installations

Each stand to which water and sewage connections are to be made will be provided with one or more such connections.
Supply lines on their own are only permitted for permanent consumer units. Outflow pipes with a nominal diameter of less than 50 mm will not be installed.
Water supply pipes and sewage pipes will be installed by Messe Berlin or its contractors to floor level, for which a charge will be made No one is permitted to carry out their own assembly work within the false floor. Independently executed assembly work above the false floor that is not of a suitably professional standard will be dismantled or made good by Messe Berlin, for which a charge will be made.
If exhibitors are using industrial dishwashers they must apply for separate basic water supply and drainage lines, as specified by order form D4, item no. 94920.

If exhibitors carry out their own installation work connecting to the basic water supply/drainage lines (these being subject to a charge) this must comply with recognised technical guidelines and official drinking water regulations and such work must correspond to the current drinking water regulations in order to ensure that the installation and operation of a connection do not have any lasting impact on the quality of drinking water.

An outline sketch must be included with the order form, showing the required location of the connections.
For safety reasons the water supply may be cut off on the final day after the close of the fair.

5.5 Compressed air/Gas installations

5.5.1 Compressed air installations

Each stand to which compressed air connections are to be made will be provided with one or more such connections.
The connections will be installed by Messe Berlin GmbH or its contractors. A charge will be made for this work.
An outline sketch must be included with the order form, showing the required location of the connections.
For safety reasons the compressed air supply is disconnected each day after the fair has closed.

5.5.2 Gas installations (natural gas)

Each stand to be supplied with gas will be provided with one or more such connections.
For installations the latest version of the TRGI installation regulations is binding. Exhaust gases from large items of equipment must be led outside the building into the open air.
Natural gas connections will be installed by contractors appointed by Messe Berlin, for which a charge will be made.
An outline sketch must be included with the order form, showing the required location of the connections.

5.6 Mechanical installations, pressurised containers, exhaust gas installations

5.6.1 Machinery noise

In the interests of other exhibitors, the operation of loud machinery and appliances should be kept to a minimum.
Noise levels at the boundaries of the stand must not exceed 70 dB(A).

5.6.2 Equipment Safety Law and Product Safety Law

All technical working equipment and consumer products exhibited must satisfy the current and valid terms of the Equipment and Product Safety Law (GPSG).
Technical working equipment and consumer products that do not conform to these requirements must be provided with a clearly visible sign stating that these items do not comply with the aforementioned law and may only be purchased after they conform to statutory requirements.
The relevant declaration of conformity by the manufacturer must be available on the stand for all technical working equipment and consumer products bearing the CE symbol.
When demonstrations take place the stand personnel must take the necessary precautions to protect the public.

The stand personnel are also responsible for ensuring that no unauthorised persons are allowed to operate the equipment.

5.6.2.1 Protective devices

All protective devices must be in place when machinery and apparatus are being operated,
Normal protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material
The protective devices may be removed if equipment is not being operated, in order to show visitors the type of construction and design of the parts that would normally be covered. Such protective devices must be placed next to the machine, where they can be clearly seen.

5.6.2.2 Test methods

To ensure that safety requirements are being complied with, the technical working equipment on display may be inspected with regard to its accident prevention and technical safety features by the relevant supervisory authority (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. :030/90254-5000), if necessary acting in association with the relevant technical commissions of the professional associations.
To enable the authorities to examine the equipment in order to ensure its conformity to the requirements of the CE symbol, the EC declaration of conformity must be kept available for inspection on the stand. Any doubts in this respect should be clarified with the relevant authority before the start of the fair.

5.6.2.3 Ban on the operation of equipment

Messe Berlin is also entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, grounds exist for believing that such operation might present a material or personal risk.

5.6.3 Pressurised containers

5.6.3.1 Inspection certificate

Pressurised containers may only be operated on the stand if the tests stipulated in the Ordinance on Industrial Safety and Health (BetrSichV) in its current form have been carried out.
The test certificates issued in this respect must be kept at the exhibition venue together with the pressurised container and presented to the relevant supervisory authority on demand
Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

5.6.3.2 Testing

The certificate for construction and water pressure tests is not sufficient. This requirement also applies for foreign containers or those on hire.
If applications are received up to 4 weeks prior to the start of the fair, pressurised containers requiring testing may be inspected and tested by the Technical Supervisory Authority (TÜV). The certificate for construction and water pressure testing should be made available, and an appointed mechanic should be present on the stand.
Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

5.6.3.3. Hired equipment

Since the relative short period of the fair does not allow time for the testing of foreign pressurised containers, exhibitors are advised to hire pressurised containers that have already been tested.

5.6.3.4 Monitoring

During the event the necessary approval documentation should be available for inspection by the supervisory authority.

Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000).

5.6.4 Exhaust gases and vapours

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, which are produced by exhibits and equipment may not be conducted into the halls.
They must be conducted into the open air by means of suitable pipes as specified by the Federal Pollution Law (Bundesimmissionsschutzgesetz) in its current amendment.

5.6.5 Waste gas installations

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, require the installation of a waste gas pipe. Official approval must be obtained for the installation, including the pipes and an outlet venting outside the building.

5.6.5.1 Waste gas pipes

The pipes carrying smoke and waste gases must be of non-inflammable materials. The pipes carrying smoke must be at least 0.50 m from any inflammable material, and surrounded if necessary by a protective tube or sleeve.
The extraction units, from the lower edge of the supporting structure of the room or hall to the outside of the building, are installed exclusively by Messe Berlin or its contractors, and a charge will be made for this work.
The pipes from the exhibit to the lower edge of the supporting structure of the room or hall may be installed by Messe Berlin or its contractors, and a charge will be made for this work.
Connections to the exhibits must be arranged by the exhibitors themselves.
An outline sketch must be included with the order form, showing the required location of the outlets.

5.7 The use of pressurised gases and inflammable liquids

5.7.1 Pressurised gas installations

The storage and use of pressurised gas in the halls and on the grounds is not permitted, except with the written permission of Messe Berlin.

5.7.1.1 Application for use of pressurised gas bottles

Written permission must be obtained from Messe Berlin, using the form provided, if inflammable gases in pressurised bottles are to be used for presenting exhibits.
In accordance with the relevant accident prevention regulations, pressurised gas bottles must be secured against impact, falling, against access by unauthorised persons and against heat.

5.7.2 Inflammable liquids

5.7.2.1 Storage and use

The storage and use of inflammable liquids (see Regulation on Inflammable Liquids [Verordnung über brennbare Flüssigkeiten], BGBl 1, in the current amendment) in the exhibition halls and on the grounds is not permitted without written approval.
Approval for the storage and use of inflammable liquids can only be issued for the operation or demonstration of exhibits.
The appropriate application/form should be submitted to Messe Berlin together with the safety data sheet.

5.7.2.2 Storage of supplies

For operational and storage purposes, no more than one day's supply of inflammable liquid should be kept on the stand.
The amount in question should be stated on the application.

5.7.2.3 Containers for the storage of supplies

The day's supply should be kept in a clearly visible place in closed, fracture-resistant containers. It must be inaccessible to unauthorised persons. These containers must be stored in non-inflammable collecting vessels.

5.7.2.4 Storage site

Smoking must be strictly prohibited at the storage site. The appropriate signs must be displayed there.
Suitable extinguishers must be kept in readiness.

5.7.2.5 Operating regulations

Equipment that is operated or demonstrated using inflammable liquids must be provided with non-inflammable collecting receptacles placed at the filling tube and at any places where the liquid could escape.
Because of the danger of explosion or fire, any inflammable liquid that has escaped must be removed immediately from the catchment receptacles and disposed of safely.

5.7.2.6 Filling with liquids

When filling with the liquid, the utmost care should be taken because of the hazards involved.

5.7.2.7 Empty containers

Empty containers which have been used to store inflammable liquids may not be left or stored on the stand or in the halls.

5.8 Asbestos and other hazardous materials

The deployment and use of construction materials or products containing asbestos or other hazardous materials is prohibited.
The basis for this prohibition is provided by the Law for Protection against Hazardous Materials (Chem. Gesetz), BGBl. 1, Part 1, in conjunction with the Prohibited Chemicals Regulation (ChemVerbotsV) and the Regulation on Hazardous Materials (GefStoffV), in their current amendments.

5.9 Film, photography, televisual presentations, scenic displays and other forms of presentation

See item 4.4.4. The provisions of § 34 of BetrVO apply to scenic displays > 50 m².

5.10 Protection against radiation

5.10.1 Radioactive materials

Official approval and the agreement of Messe Berlin must be obtained when dealing with radioactive materials.
In accordance with the Regulations on Protection against Radiation (Strahlenschutzverordung) in the current amendment, applications must be made to the relevant authority and the approval must be submitted to Messe Berlin no later than 6 weeks prior to the start of the fair.
If approval has been granted, proof must be demonstrated that sufficient legal cover is provided for any planned use of radioactive materials on the Messe Berlin exhibition grounds.

5.10.2 X-ray equipment and devices causing stray radiation

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate X-ray equipment and devices producing stray radiation.
The regulation concerning protection against damage caused by X-rays (RöV, BGBl I) in its current amendment must be observed.
Notification of the operation of X-ray equipment and devices creating stray radiation must be provided and is mandatory §§ 3,4,5,8 RöV.
The relevant supervisory authority is Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000, to which applications or notifications must be submitted at least 4 weeks prior to the start of the event.

5.10.3 Laser installations

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate laser installations.
In accordance with § 6 of the accident prevention regulations regarding laser beams (Unfallverhütungsvorschriften "Laserstrahlung") BGV B2, the relevant authority must be notified about the intention to operate laser installations.
The announcement must be accompanied by a written authorisation from the Laser Protection Officer for the operation of laser equipment.
The relevant supervisory authority is Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Turmstrasse 21, D-10559 Berlin, tel. : 030/90254-5000, to which applications or notifications must be submitted at least 4 weeks prior to the start of the event, using the appropriate form.

5.11 High frequency equipment, radio systems, electromagnetic compatibility, harmonics

To ensure uniform frequencies and to eliminate mutual interference between the various systems wherever possible, the approval of the relevant regulatory authority, Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Außenstelle Berlin, Seidelstr. 49, 13405 Berlin, tel. 49(0)30-4374-0, and the agreement of Messe Berlin GmbH must be obtained by operators of high frequency equipment, radio installations and other transmitters for telecommunications purposes, as well as of pager systems, microport systems, two-way intercom and telecontrol systems. No special form is required when applying to Messe Berlin for this permit. The application should be accompanied by the relevant technical data (see order form E7) No special form is required when applying to Messe Berlin for this permit. .

High frequency equipment and radio systems may only be operated if they conform to the terms of the Telecommunications Equipment Law BGBI and of the Law on the Electromagnetic Compatibility of Equipment (EMVG), in their current valid versions.
The stipulations of the 26th Regulation on the Implementation of the German Anti-Pollution Law must be complied with if exhibits or stand decorations are used that produce electrical, magnetic or electromagnetic fields.
The electrical installations used in exhibits should be designed in such a way as to prevent excessive phase effects on the power supply to the Exhibition Grounds resulting from harmonics (see also Item 5.3.3).

5.12 Cranes, stacker trucks, working platforms, empty packaging

The use of cranes and forklift trucks is restricted exclusively to the forwarding companies under contract to Messe Berlin. Any exceptions require a permit and payment of a fee, and must be approved by Messe Berlin.
Within the exhibition grounds all forwarding rights are held by the forwarding companies appointed by Messe Berlin. Orders issued to these forwarding companies are subject to the latest version of the General German Forwarders' Conditions (ADSp), and to the list of forwarding charges for trade fairs and exhibitions in Berlin.
Messe Berlin accepts no liability for any risks arising out of the activities of the forwarding companies. No empty packaging of any kind may be stored on the stands.

5.13 Reproduction of music

Under the terms of the Copyright Law, § 15 Urheberrechtgesetz (BGBl 1) in its current amendment, the reproduction of music of all kinds requires the approval of Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bezirksdirektion Berlin, Keithstrasse 7, 10787 Berlin, tel. +49(0)30 / 212 92-0, Messesachbearbeitung.

Failure to register the reproduction of music may result in claims by GEMA for damages (§ 97 Urheberrechtgesetz).

5.14 Facilities for dispensing drinks

The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, applies to all installations used for dispensing drinks.
The operator must provide proof that he has met his duties of supervision and care, and must show how he has fulfilled these obligations.
Reference source for DIN standards:
Beuth Verlag GmbH, Burggrafenstrasse 6, 10787 Berlin, http://www.beuth.de

5.15. Inspection of foodstuffs

If samples of foodstuffs are to be offered for consumption on site, or if food and drinks are to be sold on site, statutory provisions, in particular those of the Food Hygiene Regulation GVB1 and the Food and Utensils Law LMBG in their current amendments (BGBl), must be observed.
Any queries should be addressed to the Bezirksamt Charlottenburg-Wilmersdorf von Berlin, Veterinär- und Lebensmittelaufsichtsamt, Hohenzollerndamm 177, 10713 Berlin, tel. 030 / 9029-29 106/107.

6. Environmental protection

Messe Berlin is fundamentally committed to protecting the environment.
As the contractual partners of Messe Berlin, exhibitors are required to ensure that all provisions and rules are strictly adhered to by their contractors too.

6.1 Waste management

The basis for all following regulations is provided by the conditions of the recycling and waste management legislation (KrW-AbfG, in its current amendment), the associated implementing provisions and rules, as well as the law for the avoidance and disposal of waste and refuse in Berlin.
Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, throughout the duration of the event, and during dismantling of their stands.
Technical arrangements for the disposal for recycling purposes and removal are the sole responsibility of Messe Berlin and its appointed contractual partners

6.1.1 Disposal of waste

In accordance with the principles of recycling, every effort should firstly be made to avoid the production of waste materials on exhibition grounds.
Caterers should avoid using disposable plates and cups.
Exhibitors and their contractual partners are required to make an effective contribution to such efforts at each stage of the event.
This objective must be pursued even at the planning stage and in coordinating the efforts of all those involved. In general re-usable materials should be used in constructing and operating the stand, and should have the minimum environmental impact.
Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge.

6.1.2 Waste materials requiring special supervision

Exhibitors are required to report to Messe Berlin with details about any waste materials which, by their nature, condition or quantity, represent a health hazard (in particular food waste), are hazardous to the air or water, or are explosive or inflammable (e.g. batteries, paints, solvents, lubricants, dyes etc.), and to arrange for their correct disposal by the relevant contractual partners of Messe Berlin.

6.1.3 Waste materials brought in

Materials and waste that are not produced during the event and are not the result of the construction and dismantling work may not be brought onto the exhibition grounds.

6.2 Water, sewage, soil protection

6.2.1 Oil, fat separators

Water introduced into the mains may not contain higher levels of harmful materials than those allowed in regular domestic use.
Oil/grease extractors must be used if water containing oils or grease at higher levels than those specified is introduced into the sewage system.
Mobile caterers must ensure that grease and oils are retained and disposed of separately.

6.2.2 Cleaning / Cleaning products

All cleaning work must be carried out using biodegradable products.
In accordance with the regulations, cleaning products that contain hazardous solvents may only be used in exceptional cases.
Cleaning work during the event and during the construction and dismantling periods may only be carried out by the cleaning company appointed by Messe Berlin GmbH.

6.3 Environmental damage

Environmental damage/contamination (e.g. by petrol, oil, solvents, dyes) must be reported to Messe Berlin immediately.

6.4 Protection against noise

Every effort must be made to avoid unnecessary noise during construction and dismantling.
Noisy activities must be avoided on weekdays before 7 a.m. and after 6 p.m., on Saturdays after 4 p.m. and on Sundays and public holidays. This applies in particular to the halls 21b-23b as well as 25 and 26ab, which are adjacent to a residential area. In these halls the main doors must be kept closed.

Failure to observe these rules may result in construction and dismantling work being prohibited during the periods referred to above.

Information on Management of Stands

We specifically draw the attention of our exhibitors to the following statutory regulations:

1. Company name

The full address of the exhibitor (and if applicable, the branch office responsible for the participation) must be clearly displayed in adequately sized letters on all stands (company name, full address, including city. street, house number).

2. Pricing
(Only valid if in accordance with the General Conditions of Participation the direct sale is permitted.)

In accordance with the Regulation on Pricing which came into force on 18 October 2002, BGBI page 4197, the persons offering goods for sale to the ultimate private consumer are responsible for displaying the price (including value added tax). The price labels on the goods must be displayed in an unambiguous way and should be clearly legible from a distance. When using price lists for goods which are only displayed as models or depicted in brochures, such lists should be displayed open to view, thereby eliminating any need to enquire about details of the sales price. This regulation does not apply if the supplier of goods makes it clear that he only wishes to sell items to the trade for use in a professional or commercial capacity. If sales, even individually, are made to private sector end-users, the obligation to display prices applies in full. Exhibitors will be monitored to ensure that they observe this regulation. In order to avoid action being taken against exhibitors, they are requested to strictly observe this regulation.

3. Order books

If the exhibitor is using orderbooks from suppliers, thesupplier's full address must be printed or stamped on each form, along with that of the exhibiting firm.

4. Addressing visitors

Visitors should only be addressed from within the confines of the stand, and in a correct and polite form, even if such persons are only seeking information.

5. Advertising statements
(only valid if direct sale is permitted)

All statements about the goods on display, especially concerning their materials, performance, price and ancillary costs must be accurate and comprehensive.

6. Delivery dates

Delivery dates should only be agreed upon if they can actually be met. If delivery is delayed for some pressing reason, the customer must be notified immediately.

7. Items manufactured to order

The greatest care should be taken in recording the details for items which are to be manufactured to order, in particular with regard to colour, design and dimensions. Care should be taken to ensure that the client is not burdened by the risks of manufacturing defects and with the cost of eliminating such defects.

8. Claims

Claims and complaints must be dealt with correctly within a suitable period of time. If disputes occur it is advisable to call in the services of the exhibition management – the organisers. Failure to observe these regulations, even after suitable warnings have been given, may result in enforced closure of the stand, and the exhibitor may be prohibited from attending other exhibitions.

9. Complaints by exhibitors

Complaints by exhibitors must be reported or notified in writing to the organiser or the exhibition management during the exhibition.

10. GEMA-(Performing Rights Society) – Fees (Notification required)

Approval must be obtained from the GEMA (Performing Rights Society) for any public performance of copyrighted music by sound media (e.g. phonograph records, CDs, magnetic tapes, musiccassettes), picture/soundmedia (e.g.videorecorders), for instrumental performances or musical presentations as part of radio or television broadcasts or the screening of films.
Applications should be made prior to the start of the exhibition to the following address:
GEMA Bezirksdirektion Berlin, Keithstraße 7, 10787 Berlin, Germany, Telephone: +49(0)30/21292-0
Telefax: +49(0)30/21292-588, www.gema.de

11. Energy Consumption Labelling Regulation (EnVKV)

Item 4 of the Energy Consumption Labelling Directive requires that end-users should be provided with a label giving details about the consumption of electrical energy and other important resources with regard to the products offered for sale, hire or hire-purchase, or which are being exhibited to end-users. § 4 Section 2 of the **Energy Consumption Labelling Regulation** (EnVKV) specifies the following: “Before the household appliances named in Section 1 Line 1 are being displayed, dealers must attach the labels specified in Section 1 Line 2 No. 1 to the front or top of these appliances, so that such labels can be clearly seen and are not obstructed in any way.”

Furthermore, since 20 December 2011, the Delegated Regulations (EU) Nos. 1059/2010, 1060/2010 of the Commission from 28 September 2010, supplementing the Directive 2010/30/EU of the European Parliament and the Council concerning the labelling of domestic dishwashers, domestic refrigerators and domestic washing machines with reference to energy consumption, and which require the attachment of an updated, extended energy efficiency label to the aforementioned appliances being exhibited, are directly applicable.

12. Sale of drugs, advertising of remedies (Notification required)

A Special information referring to the dispensing of drugs: If exhibitors are planning to sell or dispense drugs (see
§ 2, Arzneimittelgesetz 1976 (Drugs Law) for a definition of what constitutes drugs under this law) e.g. free of charge, exhibitors are required to notify the Landesamt für Gesundheit und Soziales (LAGeSo), Turmstrasse 21, 10559 Berlin, Germany. No specific form is required for this notification. **(The obligation to notify the authorities is laid down in § 67 item 1 of the Arzneimittelgesetz.)**

B Special information regarding advertising of remedies: Advertising that contains references to health is subject to the law on advertising for remedies.
Information in this respect is also available from the same address:
Landesamt für Gesundheit und Soziales (LAGeSo , Telephone: +49(0)30/90229-0,
E-Mail: infopoint@lageso.berlin.de

13. Copyrights, protected trade marks or patents

The exhibition company expects exhibitors to observe the legal copyrights, patents or protected trade marks of other exhibitors. If the regulations of the exhibition company are not observed, it reserves the right to take action and to refuse admission to future events. This regulation does not imply any obligation on the part of the exhibition company in cases of infringement of protected copyrights, trademarks or patents. Under no circumstances may claims be made against the exhibition company.

14. Gamblings (Notification required)

Gamblings organised in connection with trade fairs or exhibitions are public events and, if a monetary stake is involved, require official approval in accordance with the lottery regulations.
Applications should be made to the following office: Landeseinwohneramt Berlin, Referat Verschiedene Ordnungs-aufgaben – II B 122 – Friedrichstraße 219, 10958 Berlin, Germany,
Telephone: +49(0)30/90269-0, Fax: +49(0)30/90269-1299

15. Cleaning

Messe Berlin will arrange for display areas to be swept before handing them over. If exhibitors do not leave their display areas clean and tidy after the event, Messe Berlin will arrange cleaning at the exhibitor’s expense. Any adhesive strips or nails left over after carpets have been removed must be taken up, or this will be done at the exhibitor’s expense.

16 Hygiene requirements for unpackaged food items dispensed on the Exhibition Grounds

The Guidelines of Public Health and Building Inspectorate as listed overleaf and the Technical Guidelines must be observed when setting up kitchen areas for preparing food which is intended for dispensing and immediate consumption on site.

All persons preparing or **dispensing unwrapped foodstuffs** of animal origin, food for babies and infants, ice cream, bakery products with fillings that are not fully baked, delicatessen salads etc. must have received instructions in accordance wit the Law on the protection against Infection (please see information in the annex to the PDF form).

For queries please contact:
Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Gesundheitsamt -
Lebensmittelpersonal-Beratungsstelle, Hohenzollerndamm 177, 10713 Berlin, Germany
Telephone: +49(0)30/9029-16299, Fax: +49(0)30/9029-16295

Structural requirements for sales stands

- Suitable waste air extraction systems for ovens, deep fat fryers, roasting, baking cooking units or similar facilities. Annoyance caused to neighbouring exhibitors and visitors by smoke should be avoided. Failure to comply may result in enforced closure of the stand. An additional fire extinguisher must be installed next to each cooking, frying and grilling installation.

- The assembly, design and operation of such installations must be discussed with Messe Berlin GmbH before they are installed - Technical Dept., T: +49(0)30/3038-2824 to 2829

- Please note, that **liquid gas containers** are not allowed on the Exhibition Grounds. Please see also Technical Guidelines, Item 5.5 Compressed air and gas installation and item 5.7 Use of pressurised gases and inflammable liquids **(Notification required)**

- Wipe-resistant floor coverings (e.g. plastic sheets) and washable wall coverings on the stands

- Washable storage and sales surfaces (e.g. plastic sheets) at a height of at least 60 cm above the
- floor.

- Running hot and cold water for cleaning plates, cups and glasses in dual sink units or dish-washers
- (or in the case of rinsing units, cold water only).

- Hand-washing facilities with running hot water and with liquid soap and disposable hand towels.

- Effective protection against spitting or coughing (e.g. Plexi glass panels or similar barriers).

- Effective refrigeration facilities for perishable foodstuffs

General hygiene requirements

- Foodstuffs may not be stored, handled or sold anywhere except on the sales stands.

- Hygienic storage (protected against dust and dirt, refrigerated if necessary) of all foodstuffs and
- utensils (e.g. plates, cooking pots).

- Water intended for consumption or for cleaning purposes may only be obtained from drinking water
- taps. No water may be obtained from toilet areas.

- Prohibition on smoking on stands containing foodstuffs.

- Clean working clothes for all personnel employed on the stands.

- Live mussels must be stored under cool conditions at between +2 and +10 ˚C. Fresh oysters may only be served by suitably qualified personnel who are properly informed about the edibility of such items.

For queries please contact: Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Veterinär- und Lebensmittelaufsichtsamt – Hohenzollerndamm 174-177, 10713 Berlin, Germany,
telephone: +49(0)30 9029-29106/107, E-Mail: vetleb@charlottenburg-wilmersdorf.de

17. Installation used for dispensing drinks

The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, apply to all installations used for dispensing drinks. This specifies that regular cleaning of the dispensing installations (e.g. taps, lines, fittings) should be conducted at the following intervals:

Beverage	**Interval**
Fruit juices, sweetened fruit drinks, fruit juice drinks	daily
Still water, non-alcoholic Beer	1 – 7 days
Beer (excluding alcohol-free beer) every 7 days Wine, carbonated, non-alcoholic refreshing drinks, carbonated water	7 – 14 days
Primary ingredients of drinks, spirits	30 – 90 days

This imposes a documentary obligation, i.e. the operator must provide proof that he has met his duties of supervision and care, and of the way in which he has fulfilled these obligations.

Reference source for DIN standards: Beuth Verlag GmbH, Burggrafenstraße 6, 10787 Berlin, http://www.beuth.de

18. Law Governing Restaurants (Gaststättengesetz) (notification required)

An approval, subject to a fee, in accordance with § 12 of the Law Governing Restaurants (Gaststättengesetz) only need be applied for if alcoholic drinks are being dispensed (also together with food).
The application may be made without the need for a specific form, or by using the application form GASTG (approval application) and should be submitted to:
Bezirksamt Charlottenburg-Wilmersdorf von Berlin, - Wirtschaftsamt
Hohenzollerndamm 174-177, 10713 Berlin, Germany
telephone: + 49(0)30 / 9029-29000
Fax: + 49(0)30 / 9029-29039
e-mail: wiordamt@charlottenburg-wilmersdorf.de
(official form please see in the annex to the PDF form)

Regulations and Legislation:

- Lebensmittel- und Futtermittel-Gesetzbuch (LFGB) of 28.04.2006 (Bundesgesetzblatt/Federal Gazette I, page 945), in the current valid version
- Food Hygiene Regulation of 08.08.2007 (Bundesgesetzblatt/ Fed. Gazette – BGBl. I, page 1816), amended on 29.04.2004 (EC regulations No. L 226 page 3),

For queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin
- Veterinär- und Lebensmittelaufsichtsamt -
Hohenzollerndamm 174-177
10713 Berlin, Germany
Tel.: +49(0)30/9029-29106/107, Fax: +49(0)30/9029-29105
E-Mail: vetleb@charlottenburg-wilmersdorf.de

Event
Date

Information for employers about the Law on the Prevention of Infection

(Details correct as of 07.03.06)

Employers also require a certificate stating that they have received initial instructions in accordance with § 43 IfSG (Law on Protection against Infection) or a bill of health / “Red Card” in accordance with § 18 BSeuchG (superseded on 01.01.2001 by the IfSG), if they carry out the relevant work on or with foodstuffs, deal with equipment used in the production of food, or market foodstuffs.

Employers or principals are required to instruct their staff about the Law on the Prevention of Infection; the obligation upon the employer to provide such instruction applies to all staff engaged in the relevant activities (production, handling or marketing of the foodstuffs listed in the written instructional material) – including those who are still working with a valid “Red Card” in accordance with § 18 of the Federal Law on Contagious Diseases (Bundesseuchengesetz).

Initial instruction by the employer must take place immediately after the staff have taken up employment.

Important: The initial instruction from the Health Department or an appointed physician may not have been received more than 3 months prior to the initial employment in the food sector. Subsequently such instruction shall be provided each year.

In this respect it is useful to include instructions about hygiene in accordance with the rules laid down by the LMHV (Food Hygiene Regulations), (maintenance of the cool chain, cleaning rules etc). It is the responsibility of employers (including managers) to ensure that sufficient specialist knowledge about hygienic methods of production and processing is available. The directives contained in the LMHV also stipulate that such instruction is obligatory. Both forms of instruction must be carried out, and neither of them replaces the other!

Documentary evidence of the instruction must be provided and confirmed by the signature of the staff member.

The certificates referring to the instruction in accordance with § 43 IfSG (initial instruction and documentation of the subsequent instruction as carried out by the employer) must be available at the place of work and must be presented for inspection by the Veterinary and Food Supervisory Office or by staff of the Health Department. The absence of a certificate confirming initial instruction by the Health Department or a physician appointed by the Health Department and the lack of documentation about subsequent instruction may lead to the imposition of substantial fines.

Advisory office for Charlottenburg-Wilmersdorf

Bezirksamt Charlottenburg-Wilmersdorf von Berlin

Gesundheitsamt Lebensmittelpersonal-Beratungsstelle

Hohenzollerndamm 177 10713 Berlin

Tel. +49(0)30/90 29-16299 Fax +49(0)30/90 29-16295

Event Date

The form“ Gestattungsantrag” should be addressed to:

Bezirksamt Charlottenburg-Wilmersdorf
Wirtschafts- und Ordnungsamt
Hohenzollerndamm 174-177, 10713 Berlin
Fax: +49(0)30 – 90 29 - 29 049

Or please use the website, which will guide you
to the appropriate form in the internet:

http://www.berlin.de/ba-charlottenburg-wilmersdorf/org/wirtschaft/vordrucke.html#l

► Form to be downloaded : „Antrag nach §12 GastG: Gestattung (Wi523)“

Only available in German.

Event
Date

Information concerning fisheries products and shellfish

There has been a continuous increase in the trade in fish, crustaceans and molluscs in recent years. However, fish and other fisheries products are among the most sensitive of food items.
Customs offices, in collaboration with the food inspection authorities, monitor imports of such items to ensure that they comply with the **Fish Hygiene Regulations (FISCHHV).** The measures that are undertaken with regard to imports apply to fresh, treated, frozen and processed fisheries products and live shellfish.

The term **fisheries products** (§ 2 FischHV) applies to the following:
Fish, other saltwater or freshwater animals, parts of such animals, including spawn and roe and products obtained from these animals, also in combination with other foodstuffs, provided that the latter do not predominate, excluding aquatic mammals, frogs, live shellfish, echinoderms, tunicates and sea snails, if alive.
Imports are subject to the following conditions:
fisheries products and live shellfish may only be imported if a veterinarian at a border crossing point (a so-called border veterinarian) has checked the prescribed documents, carried out identity checks and has examined the goods.

Fisheries products and live shellfish may only be imported from certain approved third countries.
Prior to the **initial importation** of fisheries products and live shellfish contact must in all cases be established with the official veterinarian, a border crossing post or your own veterinary authority.
If fisheries products or shellfish are obtained from or dispatched to **other member countries of the European Community,** notwithstanding the existence of the single market, procedural regulations must still be observed.
The food inspection authority with responsibility for the place where the shipment is unloaded may, for example, carry out tests on samples.

Before they can be dispatched to the fair please note that, in particular consignments of oysters must undergo spot checks. Bacteriological tests must be carried out at the very least to identify the possible presence**:**

1. noroviruses and hepatitis A viruses, and
2. bacteriological tests must be carried out at the very least to identify the possible presence of fecal coliforms and escherichia coli per 100 g of shellfish meat and fluid and for salmonella in 25 g of shellfish meat.

The results of this examination must e available for inspection during the fair and must be ready for submission for examination by the Veterinary and Food Inspection Department..

If you have any further queries please contact:
Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Veterinär- und Lebensmittelaufsichtsamt –
Hohenzollerndamm 174-177, 10713 Berlin, Germany, phone: +49(0)309029-29106/107,
vetleb@charlottenburg-wilmersdorf.de

Event
Date

Information about preventing Legionnaire's Disease

Please pass on this information sheet to your appointed service providers (agencies, trade fair construction companies etc.).

In general the General Terms of Business and Technical Guidelines of Messe Berlin apply, along with such valid and recognised technical rules as the DVGW worksheets (in particular DVGW W 551), DIN standards, VDE regulations, the relevant accident prevention regulations (BGV C1), MVStättV and the Drinking Water Regulations.

In addition the following conditions issued by the Health Department of the District of Charlottenburg – Wilmersdorf apply:
In order to prevent the spread of legionella and thus protect visitors and employees at trade shows, permanent chemical disinfection must be provided for the water in all exhibits containing water and in which aerosols can be created by the movement of water e.g. by means of fountains, waterfalls, whirlpools, bathtubs etc.

In accordance with the guidelines laid down by the Health Department the following recommended values must be adhered to:

- **Exhibits without occupants:**
  -free chlorine: upper recommended value 1.5 mg/l - lower recommended value 0.5 mg/l
  pH value: no specified figure

- **Exhibits with occupants (the Bathing Water Directive applies):**
  -free chlorine: upper specified amount 0.6 mg/l - lower specified amount 0.3 mg/l
  (for short periods a peak of max. 1.2 mg/l s is permitted)
  pH value: upper recommended value 7.5 - lower recommended value 6.5

It is advisable to use chlorine tablets / chlorine granules without isocyanuric acid for disinfection purposes, because this product presents fewer technical safety problems than sodium hypochlorite or chlorine gas.
When using chlorine products and pH-correcting agents the relevant provisions of the Hazardous Materials Regulation (GefahrstoffV) and the Prohibited Chemicals Regulation (ChemVerbotsV) must be complied with.
During trade shows adherence to these conditions is monitored by the Charlottenburg – Wilmersdorf Health Department.
The Health Department draws particular attention to the fact that disinfection carried out using UV radiation is not as effective because it cannot reach the Legionella bacteria in any biofilm that may be used inside the installation.

Any further queries should be addressed to the health department of the local authority:
Bezirksamt Charlottenburg – Wilmersdorf von Berlin

Gesundheitsamt

Herr Klaus Brück
Gesundheitsaufseher
Telephone: +4930 – 9029 – 16168
Fax: +4930 – 9029 – 16050
Email: Klaus.brueck@charlottenburg-wilmersdorf.de
Hohenzollerndamm 174 – 177
10713 Berlin

Issued: 04.03.2010
Charlottenburg-Wilmersdorf Health Department, Mr. Klaus Brück
Messe Berlin – Dipl.-Ing. Martin Bomke, Head of Hygiene Department

Prevention of theft

Help to prevent and avoid thefts from occuring

In conjunction with the criminal investigation department of the police we have prepared the following preventive safety measures:

11 important recommendations:

1. Appoint your own stand security staff. In this respect we should like to point out that the security staff employed by the fair management cannot supervise each individual stand.

2. You should not leave items unsupervised or unsecured on your stand during the construction or dismantling periods. Since 01 January 2007 all persons involved with construction or dismantling must carry appropriate IDs. In the event of security staff encountering any persons without appropriate IDs they shall have the right to eject said persons from the hall.

3. Bring your exhibits to the stand at the latest possible time, and certainly not before the day preceding the start of the fair.

4. If you are leaving the stand after the end of the fair you should remove all valuable and non-secured exhibits.

5. When planning your stand architecture, take into account security aspects.

6. Ensure that your stand is well lit.

7. Shelves containing items should not be placed above eye height.

8. Alarms that react when items are moved will help to reduce the risk of theft.

9. Small items are best kept close to stand personnel.

10. Arrange definite dates and times with your forwarding company for the delivery and collection of items for the fair, to ensure that the stand and the items on display there are not left unattended.

11. Take out insurance on your items. In this way you can at least cover the risk of financial loss.

Hall inspectors

Hall supervisors can be found in specially marked offices in all hall areas. They are available before, during and after the event to deal with any technical or other issues.

As of: Aug. 2011

Hall supervisors	Hall areas, Telephone and Fax Numbers
Office: Hall 26 c	**Halls: 25 und 26** Telephone: 3038-4149 Telefax: 3038-4159
Office: Container behind Hall 23b	**Halls 22 a/b, 23 a/bb, 24, Sommergarten, Marshallhaus** Telephone: 3038-4148 Telefax: 3038-4158
Office: Hall 19	**Halls 18, 19, 20, 21 a/b, Palais** Telephone: 3038-4147 Telefax: 3038-4157
Office: Hall 16	**Halls 13, 14.1 u. 14.2, 15.1 u. 15.2, 16, 17** Telephone: 3038-4146 Telefax: 3038-4156
Office: Hall 9 b	**Halls 9 a/b/c, 8.1, 10.1, 12** Telephone: 3038-4145 Telefax: 3038-4155
Office: Hall 7	**Halls 8.2, 10.2, 11.1 u. 11.2, Kleiner Stern, Grosser Stern** **Halls 7.1 a/b/c, 7.2 a/b/c, Meeting & Event Rooms Berlin, Europa, Casino** Telephone: 3038-4144 Telefax: 3038-4154
Office: Hall 1.2	**Halls 1.1 u. 1.2, 2.1 u. 2.2** Telephone: 3038-4142 Telefax: 3038-4152
Office: Hall 3.2	**Halls 3.1 u. 3.2, 4.1 u. 4.2** Telephone: 3038-4141 Telefax: 3038-4151
Office: Hall 5.2	**Halls 5.1 u. 5.2 u. 5.3, 6.1 u. 6.2 u. 6.3** Telephone: 3038-4140 Telefax: 3038-4150
Office: ICC Berlin	**ICC Berlin** Telephone: 3038-3083 Telefax: 3038-1302